

Employee Business Expenses

You must keep accurate records for any claimed deductions.

Employees that incur ordinary and necessary expenses as a result of doing their job may have deductible employment related costs. An ordinary expense is one that is common and accepted in your field of trade, business, or profession. A necessary expense is one that is helpful and appropriate for your business. An expense does not have to be required to be considered necessary.

Employee Expenses:

Parking & Tolls	\$ _____	Local Transportation	\$ _____
Travel Expenses	\$ _____	Telephone	\$ _____
Professional Licenses	\$ _____	Job Publications	\$ _____
Professional Association Dues	\$ _____	Safety Equipment	\$ _____
Supplies	\$ _____	Meals & Entertainment	\$ _____
Other _____	\$ _____	Other _____	\$ _____

Employer Reimbursements NOT listed in Box 1 of your W-2: Meal & Entertainment	\$ _____
Other Reimbursement	\$ _____

Equipment Purchases:	Description _____	Cost	\$ _____
	Placed in Service Date: _____		
	Description _____	Cost	\$ _____
	Placed in Service Date: _____		

Vehicle Expenses:

Vehicle Description: _____ Date Placed In Service: _____

Total vehicle mileage for the year: _____ Business Related Mileage: _____

Commuting Mileage: _____ Employer Reimbursement for Vehicle \$ _____

Do you have another vehicle available for personal use? Yes No Please circle one

Is the vehicle listed here available for personal use off-duty hours? Yes No Please circle one

Are you claiming the Standard Mileage rate? Yes

If No please fill in the rest of the form.

Vehicle Cost	\$ _____	Lease Payments	\$ _____
Fuel, Oil, Maintenance	\$ _____	Repairs	\$ _____
Insurance, License	\$ _____	Other _____	\$ _____
Interest	\$ _____	Other _____	\$ _____

If the vehicle is leased, please put your total payments for the year under "Lease Payments". This is not for purchased vehicles whether or not you make payments.