

Other Employee/Consultant Expenses*

Professional Fees & Dues

Alumni Dues
Professional Association
Dues
Credentials
License
School Dues
Union Dues
Other (Please List)

Continuing Education

Correspondence Course
Fees
Course Registration
Lab Fees
Materials & Supplies
Photocopy Expense
Reference Material
Research Expenses
Seminar Fees
Textbooks
Transcripts
Tuition
Other (Please List)

Telephone Expenses

Fax Transmissions
Pager
Toll Calls

Cellular Toll Calls
Other (Please List)

Auto Expense**

Away From Home
Overnight
Between Jobs or Job
Locations
Continuing Education
Field Trips
Library
Meetings
Purchasing Job Supplies &
Materials
Professional Society
Meetings
School Functions
Seminars
To & From Airport
Other (Please List)

Classroom Supplies

Arts & Crafts Materials
Audio Visual Rentals
Audio Visual Supplies
Books
Classroom Decorations
Computer Software
Film & Processing

Grading Expenses
Magazines
Music
Newspapers
Paper
Party Supplies
Photocopy Expense
Printing
Records, Tapes, Etc.
Stationery
Student Prizes & Awards
Teaching Aids
Trophies
Visual Aids
Video Tapes
Other (Please List)

Miscellaneous Expenses

Libraries
Business Insurance
Periodicals
Professional Subscriptions
Resume
New York Times
Wall Street Journal
Other Newspapers
Certificate Renewal
Postage
Entertainment
Other (Please List)

*These expenses should be, of course, unreimbursed to receive a deduction.

**These are examples of business uses of an auto. To calculate the actual deduction, please complete our "Auto Expense Worksheet."