

GENERAL JOB EXPENSES This is to help you keep track of regular monthly employee expenses. You can total up this info and transfer it to our workbook at the end of the year.

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Uniforms/ Work Clothing													
Laundry / Cleaning Uniforms													
Postage/Fax/Shipping (NOT moving exp)													
Books/ Journals/Magazines													
Union Dues													
Supplies													
Equipment													
Licenses													
Job Physicals/ Job Medical													
Testing													
Professional Memberships													
Professional Insurance													
Fingerprints & License Verification													
Computers w/ % business use													
Other													
REIMBURSED													

COMMUNICATION EXPENSES – expense of 1st land line is not deductible

1 st phone or cell													
2 nd phone/ other													
3 rd / other													
Internet													
Est. % Bus Use													

Expenses for Work Related Continuing Education OR Obtaining License (i.e. CA) - Not college courses

Date Left	Date Returned	Cost	Destination	Airfare	Miles Driven	Cost of Rental Car	Gas For Rental	Lodging	Other	Reimbursements