



UNREIMBURSED EMPLOYEE EXPENSES WORKSHEET

YOUR NAME: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_

EXPENSES	TOTALS
Union Dues	
Business Phone/Internet	
Reference Manuals	
Trade Journals, Publications	
Computer Repairs & Upgrades	
Continuing Education, Certifications	
Customer Advertising	
Out of town travel (hotel, uber, etc.)	
Vehicle Expenses: Date in Service:            Total Miles Driven:            Business Miles:	
Professional Dues	
License Fees	
Meals & Entertainment (Business related only)	
Work tools, Safety Equipment, Supplies	
Office Supplies	
Professional Liability Insurance	
Job Search Expenses in your Present Occupation	
Uniforms/Work Clothes (if required and not suitable for everyday use)	
Education	
Please list ANY OTHER expenses	
Business Gifts (\$25/person per year)	