

Unreimbursed Business Expenses Worksheet

Expense Description	Business Expenses
Cell Phone	
Internet	
Professional Licenses & Dues	
Tools & supplies used for work	
Overnight travel expenses	
Meals and entertainment	
Dues to professional societies	
Job search expenses (travel, lodging, meals)	
Legal fees related to your job	
Licenses and regulatory fees	
Malpractice insurance premiums	
Passport for a business trip	
Tax preparation fees paid in 2016	
Tools and supplies used for work	
Union dues and expenses	
Uniform expenses	
Work-related education	
Automobile Miles Driven OR Expenses	
Total Miles Driven	
Business Miles Driven	
Average Daily Commuting Miles Driven	
Lease or Own?	
Date vehicle was placed in service	
Purchase price of vehicle	
Lease amount	
Parking fees, tolls	
Oil, Gas, Repairs etc.	
Other Expenses	



Comments
If used for work
If used for work
Must be in your present occupation
Police, hospital employees, etc. Not business-wear

Commuter to and from work is NOT deductible

