

Name: _____

1. Professional Fee and Dues

- \$ _____ Alumni dues
- \$ _____ Association dues
- \$ _____ Credentials/License
- \$ _____ Parent teacher groups
- \$ _____ School dues
- \$ _____ Union dues
- \$ _____ Other: _____

2. Continuing Education

- \$ _____ Correspondence Course fees
- \$ _____ Course registration
- \$ _____ Lab fees
- \$ _____ Materials & supplies
- \$ _____ Reference material
- \$ _____ Research expenses/Internet
- \$ _____ Seminar fees
- \$ _____ Textbooks
- \$ _____ Transcripts
- \$ _____ Tuition
- \$ _____ Other: _____

3. Telephone Expenses

- \$ _____ Fax transmissions
- \$ _____ Pager
- \$ _____ Toll calls
- \$ _____ Cellular toll calls
- \$ _____ Other: _____

4. Auto Travel

- _____ Away from home overnight (mi.)
- _____ Between jobs or job locations (mi.)
- _____ Continuing education (mi.)
- _____ Field trips (mi.)
- _____ Library (mi.)
- _____ Meetings (mi.)
- _____ Purchasing job supplies & materials (mi.)
- _____ Professional society meetings (mi.)
- _____ School functions (mi.)
- _____ Seminars (mi.)
- \$ _____ Parking fees
- \$ _____ Tolls
- \$ _____ Other: _____

5. Travel – Away From Home

- \$ _____ Airfare
- \$ _____ Bridge tolls
- \$ _____ Taxi/Bus/Subway
- \$ _____ Car rental
- \$ _____ Laundry
- \$ _____ Lodging (do not combine with meals)
- \$ _____ Meals (do not combine with lodging)
- \$ _____ Porter, bellcaptain
- \$ _____ Parking
- \$ _____ Other: _____

6. Classroom Supplies

- \$ _____ Arts & crafts materials
- \$ _____ Audio-Visual rentals/supplies
- \$ _____ Books
- \$ _____ Classroom decorations
- \$ _____ Computer software
- \$ _____ Film & processing
- \$ _____ Grading expenses
- \$ _____ Magazines/Newspapers
- \$ _____ Paper
- \$ _____ Party supplies
- \$ _____ Photocopy expense
- \$ _____ Printing
- \$ _____ Records, tapes, music
- \$ _____ Stationery
- \$ _____ Student prizes & awards
- \$ _____ Trophies
- \$ _____ Visual aids
- \$ _____ Computer/printer
- \$ _____ Other: _____

7. Miscellaneous Expenses

- \$ _____ Liability insurance - Business
- \$ _____ Periodicals
- \$ _____ Professional subscriptions
- \$ _____ Resume - job seeking
- \$ _____ Other: _____

I understand this worksheet provides a way for me to organize my deduction information only. Whether or not an item is listed on this worksheet is not necessarily an indicator of whether or not an item is deductible. Tax regulations change often and specific circumstances may determine whether or not any item is relevant to my situation. This worksheet cannot substitute for tax knowledge or professional tax advice.