BAY BUSINESS GROUP

UNREIMBURSED JOB EXPENSES

Name	
Description of business	

Uniforms (only those not able to worn outside of work)	
Safety shoes	
Union dues	
Tools and equipment	
Cell phone	
Internet service	
Professional dues	
Licenses	
Subscriptions to job-related publications	
Educational expenses (must be directly related to current career; not change of career)	
Job search expenses	
Resume preparation and supplies	
Travel*	
Meals and entertainment*	
Business gifts (no more than $25 per recipient)	
Auto expenses (complete auto expenses worksheet	
Office supplies	

Assets purchased over $500 (computers, machinery, laptops, etc)

Date of purchase	Description	% of business use	Amount

Do you have a qualifying home office? ❑ Yes ❑ No If yes, complete the worksheet for home office.

*Do you have proper documentation to substantiate your travel, meals, and entertainment expenses per the IRS regulations? ❑ Yes ❑ No

I declare that I have examined and/or completed this worksheet and any accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct and complete.

Prepared and submitted by: _____ Date: _____

Printed name: _____