

# EMPLOYEE BUSINESS EXPENSES



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Client Name: \_\_\_\_\_

Tax Year: \_\_\_\_\_

This worksheet is for employees (paid on a W-2) who have job related expenses that are not 100% reimbursed by the employer.

*If you are a full-time K-12 teacher or educator, use our Educator worksheet instead.*

*If you are self-employed, use our general or industry-specific self-employment worksheets instead.*

Do you receive an expense allowance from your employer?  YES  NO

Would your employer reimburse any of your expenses if you submitted them?  YES  NO

## PROFESSIONAL EXPENSES

Union Dues ( <i>exclude PAC, VOTE-COPE</i> )	
Professional Organizations	
Licenses	
Journals ( <i>not general periodicals</i> )	
Liability/E&O Insurance	

Legal Services	
Job Search Expenses	
Equipment/Tools ( <i>less than \$100 ea</i> )	
Medical Exam ( <i>required by employer</i> )	

## EQUIPMENT PURCHASED (100% BUSINESS USE)

Description (include make/model)	New/Used	Cost	Purchase Date	Date Install/Deliver
		\$		
		\$		
		\$		
		\$		

## OTHER EXPENSES

### UNIFORMS

Work boots	
Safety Gear	

Uniforms	
Logowear	

### OFFICE EXPENSES

Computer Supplies ( <i>consumables</i> )	
Office Supplies ( <i>consumables</i> )	
Postage	

Business Cards	
Photocopying/Printing	

### CONTINUING EDUCATION

Classes/Training	
Seminars/Conferences	

Tuition/Required Books	
Professional Books	

### OTHER



If applicable, also complete the "Vehicle, Meal, Travel & Entertainment" worksheet.