

## **AS AN EMPLOYEE: UNREIMBURSED BUSINESS EXPENSES**

Hand tools & equipment	\$	Office supplies	\$
Union & professional dues	\$	Publications, books, etc.	\$
Employee related education	\$	Long distance calls	\$
Licenses, fees, credentials	\$	Business gifts	\$
Travel (airfare, lodging, rental)	\$	Travel & local business meals	\$
Taxi, tolls, tips, parking, shuttle	\$	Uniforms purchased	\$
Cell phone & pager services	\$	Uniforms laundered & dry cleaned	\$
Internet & website services	\$	Freight, shipping & postage	\$
Books, tapes, DVDs & CDs	\$	Planner, briefcase & storage cases	\$
Malpractice & disability insurance	\$	Materials & supplies	\$
Other:	\$	Other:	\$