

Mr. Money

506A

BUSINESS EXPENSES OF EDUCATORS

TAXPAYER:

ID#

PROF. DUES, FEES, & EXPENSES

- _____ Association dues
- _____ Credential
- _____ License
- _____ Parent-teacher group
- _____ Professional subscriptions
- _____ School dues
- _____ Union dues
- _____ Other: _____
- _____ Other: _____

CONTINUING PROF. EDUCATION

- _____ Audio visual supplies
- _____ Correspondence course fees
- _____ Lab fees
- _____ Photocopy expense
- _____ Registration
- _____ Seminar fees
- _____ Supplies
- _____ Textbooks
- _____ Tuition
- _____ Other: On-line course fees
- _____ Other: _____
- _____ Other: _____

TELEPHONE

- _____ FAX
- _____ Monthly base rate (only if separate, business phone line)
- _____ Pager
- _____ Toll calls
- _____ Cell calls
- _____ Internet fees
- _____ Other: _____
- _____ Other: _____

EQUIPMENT PURCHASES

- | DATE | AMOUNT | |
|-------|--------|--|
| _____ | _____ | Answer Machine |
| _____ | _____ | Cell phone: ___% of business use, if less than 100% |
| _____ | _____ | Computer ___% of business use, if less than 100% |
| _____ | _____ | Copy machine |
| _____ | _____ | FAX machine |
| _____ | _____ | Pager |
| _____ | _____ | Printer |
| _____ | _____ | CD/DVD machine ___% of business use, if less than 100% |
| _____ | _____ | Telephone |
| _____ | _____ | Typewriter |
| _____ | _____ | Other: Business software, firewalls/security |
| _____ | _____ | Other: Camera ___% of business use, if less than 100% |

CLASSROOM SUPPLIES & EXPENSES

- _____ Arts and crafts materials
- _____ Audio visual rentals
- _____ Audio visual supplies
- _____ Books
- _____ Classroom decorations
- _____ Computer software, supplies
- _____ Film and processing
- _____ Flash cards
- _____ Magazines
- _____ Music
- _____ Newspapers
- _____ Paper
- _____ Party supplies
- _____ Photocopy expense
- _____ Plaques
- _____ Cassettes, CDs & DVDs
- _____ Stationery
- _____ Student prizes and awards
- _____ Trophies
- _____ Visual aides
- _____ Video tapes
- _____ Ink/toner cartridges
- _____ Other: _____
- _____ Other: _____
- _____ Other: _____

MAINTENANCE & REPAIRS

- _____ Equipment
- _____ Typewriter
- _____ Other: _____
- _____ Other: _____
- _____ Other: _____
- _____ Other: _____

506B

BUSINESS EXPENSES OF EDUCATORS

TAXPAYER:

ID#

AUTO TRAVEL

TOTAL MILES	PARKING/TOLLS	PURPOSE
_____	_____	Away from home business (overnight)
_____	_____	Between first and second job
_____	_____	Business entertainment and meals
_____	_____	Classes
_____	_____	Equipment maintenance
_____	_____	Equipment rental
_____	_____	Meetings
_____	_____	Prospecting
_____	_____	Purchasing supplies and materials
_____	_____	Repairs
_____	_____	Sales calls
_____	_____	Seminars
_____	_____	Training
_____	_____	Other: _____
_____	_____	Other: _____

Note: Trips between your home and primary work location and trips between your home and first business stop of the day are not deductible unless you have a qualified "home office."

TRAVEL AWAY FROM HOME OVERNIGHT

TRANSPORTATION

_____	Airfare
_____	Care rental and gas
_____	Parking and tolls
_____	Taxi
_____	Train, bus, subway
_____	Other: _____

LIST OUT-OF-TOWN TRIPS

DATES	BUSINESS PURPOSE
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

MISCELLANEOUS

_____	Laundry
_____	Lodging
_____	Meals
_____	Porter, bell captain, maid
_____	Fax, copying service
_____	ATM fees
_____	Newspapers, trade magazines
_____	Other: _____

SPECIAL QUESTIONS

Were you reimbursed for any of your business expenses? ___ yes ___ no

If so, how much were you reimbursed? (List by individual expense category.)

List any equipment you sold that you previously claimed as a business expense:

DATE SOLD	AMOUNT	DESCRIPTION
_____	_____	_____
_____	_____	_____