

EMPLOYEE BUSINESS EXPENSES

BUSINESS EXPENSES

Meals with Clients (Business Must Be Discussed)	Business Gifts (Limited to \$25 Per Person)
Dues (Business Leagues, Public Service Organizations) ~ Dues to Entertainment Facilities Are Not Deductible ~	Promotional Expenses (Calendars, Pens, Etc.)

BUSINESS TRAVEL EXPENSES

Air Fare	Taxi, Bus, Train Fare	Laundry (While Away on Business)
Lodging	Telephone, Fax, Postage	
Car Rental	Tips, Baggage Charges	

MEALS AWAY FROM HOME - YOU MAY DEDUCT EITHER THE ACTUAL AMOUNT SPENT OR A STANDARD ALLOWANCE

Actual Cost of Meals Away from Home	
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TO USE THE STANDARD ALLOWANCE LIST THE CITIES YOU WERE IN AND NUMBER OF DAYS IN EACH CITY

CITY	# OF DAYS	CITY	# OF DAYS	CITY	# OF DAYS

BUSINESS AUTOMOBILE EXPENSES

YOU HAVE THE OPTION OF TAKING CENTS PER MILE DEDUCTION FOR YOUR BUSINESS MILES OR CALCULATING THE BUSINESS PERCENTAGE OF ACTUAL EXPENSES FOR YOUR VEHICLE.

MILEAGE INFORMATION IS NEEDED FOR BOTH METHODS

LIST INFORMATION SEPARATELY FOR EACH VEHICLE USED FOR BUSINESS.

Year and Model	Original Purchase Price	Date first used for business	Total Miles driven in 2020	Business Miles (do not include driving back and forth to work)	Job Hunting Miles	Educational Miles (from work to school for class)	1 st to 2 nd Job Miles
1)							
2)							

IF YOU HAVE RECORDS OF ACTUAL EXPENSES - LIST THE TOTALS HERE FOR EACH BUSINESS VEHICLE

	Gas	Maintenance	Repairs	Insurance	Car Washes	License Tabs	Parking/Tolls	Other	Lease Payments
1)									
2)									

IF YOU ARE REQUIRED BY YOUR EMPLOYER TO MAINTAIN AN OFFICE IN YOUR HOME and YOUR OFFICE SPACE IS USED EXCLUSIVELY FOR BUSINESS – WE NEED THE FOLLOWING

Date Converted to Office Use	Sq. Ft. Of Living Space in Home	Sq. Ft. Of Office Space	Cost of Home and Improvements	Apartment Rent If Renter	Homeowners or Renters Ins.	Utilities – Heat Electricity – Water - Trash	Repairs/Maintenance to Office Space