



## TELECOMMUTING EMPLOYEES

Non Reimbursed Business Expenses Only. Deductions Subject to Tax Authority Regulations.

Name: \_\_\_\_\_ Soc Sec. #: \_\_\_\_\_ Tax year \_\_\_\_\_

Answering Machine		Home Office Information	
Auto Expenses : Mileage for Year		Total Square Feet of Home	
Mileage for Business Only		Business Area of Home	
Fuel		Business Hours (total of home)	
Repairs/Maintenance (wash)		Home Office Expenses	
Insurance./License Fee		Home Mortgage Interest	
Parking/Tolls/Bus/Garage		Property Tax	
Briefcase		Insurance	
Business Cards		Homeowners/Association Fees	
Business Meals		Rents	
Calculator		Cleaning Services	
Computer - Equipment		Maintenance	
Software		Repairs-Exterior	
Hardware		Repairs-Interior	
Supplies		Trash Service	
Equipment Repair		Utilities-Electric	
Copy Machine		Gas	
Credentials		Water	
Customer Lists		Other	
Desk & Chairs		Internet	
Education: Continuing		Licenses	
Correspondence Course Fees		Office Expenses	
Course Registration		Pager	
Lab Fees		Postage/Shipping	
Materials & Supplies		Printing/Copying	
Photocopy Expenses		Professional Services	
Reference Materials		Legal	
Research Expenses		Accounting	
Seminar Fees		Publications/Subscriptions	
Textbooks		Recorder	
Entertainment		Stationery	
Equipment Repair		Shredder	
Fax: Machine		Telephone: Office	
Supplies		Answering Services	
Cost to send		Cell Phone	
Fees & Dues		Fax Line	
Association Dues		2nd Line	
Professional Associations		Travel: Out of Town: Logging	
Union Dues		Parking/Tolls	
File cabinet		Air Fare	
Furnishing		Auto Exp: Gas Mileage	
Gifts (\$25 max/person/year)		Bus, Train, Taxi	
Greeting Cards		Meals away from home	
		Car Rental	