

Un-reimbursed Job-Related Expenses (Form 2106; Not self-employed)

NOTE: Job expenses must be required as a condition of employment. Expenses may not be claimed if the employer has a reimbursement plan for any listed costs. It is always better to have an accountable reimbursement plan with your employer.

Work-Related Mileage:

Maintain written records (e.g. mileage log) documenting the date, miles, and business purpose for each trip driven for your work. The IRS will not allow a deduction for undocumented mileage. If there are multiple vehicles, please attach a separate statement with a breakdown per vehicle.

	Taxpayer	Spouse
Month/year vehicle was purchased		
Make and year of vehicle		
TOTAL miles this vehicle was driven in the year, regardless of trip purpose:		
Odometer reading 12/31:		
Odometer reading 1/1:		
Total business miles driven for the year (No personal mileage or commuting!)		
Total commuting miles driven for the year		
Parking fees, tolls, and transportation (e.g. by train or bus)		
Travel: (Away from home overnight, lodging, airfare, car rental, etc.) Do not include meals, entertainment, or expenses for non-employees (e.g. family members).		
For meals: Keep track of # of days per trip for per diem rates		
Total meals & entertainment of clients when business was discussed.		
Union dues:		
Professional memberships:		
Supplies purchased:		
Trade publications and professional resources:		
Continuing education, classes, seminars, etc. :		
Uniforms required by employer and not suitable for ordinary wear or required protective clothing (e.g. stoles, robes, hard hats, safety shoes)		
Total Out of Pocket Employee Expenses:	\$ _____	\$ _____