Teachers & Education Professionals
Deductions Sheet

Professional Fees & Dues		Travel Out-of-Town	
Alumni Dues	$	Airfare	$
Association Dues	$	Car Rental	$
Credentials	$	Taxi & Train	$
Parent Teacher Groups	$	Parking	$
School & Union Dues	$	Bus & Subway	$
Other	$	Lodging (do not combine with meals)	$
Continuing Education		Meals (do not combine with lodging)	$
Correspondence Course Fees	$	Porter, Bell Captain	$
Course Registration	$	Laundry	$
Lab Fees	$	Bridge & Highway Tolls	$
Materials & Supplies	$	Telephone Calls (including Home)	$
Photocopy Expense	$	Other	$
Reference Material	$	**Classroom Supplies**	
Research Expenses	$	Arts & Crafts Materials	$
Seminar Fees	$	Audio Visual Rentals	$
Textbooks	$	Audio Visual Supplies	$
Transcripts	$	Books & Music	$
Tuition	$	Classroom Decorations	$
Other	$	Computer Software	$
Other	$	Film & Processing	$
Other	$	Grading Expenses	$
Telephone Expenses		On-Line Services	$
Cellular Charges	$	Computers & Printers	$
Other	$	Newspapers & Magazines	$
Auto Travel In Miles		Paper, Stationary, & Printing	$
Away from Home Overnight	$	Party Supplies	$
Between Jobs or Job Locations	$	Photocopy Expense	$
Continuing Education	$	Records, Tapes, etc...	$
Field Trips	$	Student Prizes & Awards	$
Library Trips	$	Trophies	$
Meetings	$	Visual Aids	$
Purchasing Job Supplies & Materials	$	Video Tapes	$
Professional Society Meetings	$	Other	$
School Functions	Mi	**Miscellaneous Expenses**	
Seminars	Mi	Liability Insurance-Business	$
Parking Fees &	Mi	Periodicals	$
Other	Mi	Professional Subscriptions	$
Other	Mi	Resume	$
Other	$	Other	$
Other	$	Other	$
Other	Mi	Other	$
Other	Mi	Other	$

Remember to always keep your receipts ***Deductions are ONLY for unreimbursed expenses*** ***You cannot claim an expense as a business expense if it can be used for personal use***