



## Checklist: Un-Reimbursed Business Expenses for Teachers and Education Professionals

	Monthly Estimate	Annual Estimate
<b>PROFESSIONAL FEES &amp; DUES</b>		
Alumni Dues		\$0.00
Association Dues		\$0.00
Credentials		\$0.00
Parent Teacher Groups		\$0.00
Union Dues		\$0.00
Total		\$0.00

	Monthly Estimate	Annual Estimate
<b>CONTINUING EDUCATION</b>		
Correspondence Course Fees		\$0.00
Course Registration		\$0.00
Lab Fees		\$0.00
Materials & Supplies		\$0.00
Photocopy Expense		\$0.00
Reference Material		\$0.00
Research Expenses		\$0.00
Seminar Fees		\$0.00
Textbooks		\$0.00
Transcripts		\$0.00
Tuition		\$0.00
Total		\$0.00

	Monthly Estimate	Annual Estimate
<b>PHONE / INTERNET EXPENSES/Home Office</b>		
Cell Phone	\$75.00	\$900.00
Internet Charges	\$50.00	\$600.00
Cell Phone Purchase	annual	
Home Office	\$125.00	\$1,500.00
Total		\$3,000.00

	Monthly Estimate	Annual Estimate
<b>AUTO TRAVEL (IN MILES)</b>		
Away from Home Overnight		\$0.00
Between Jobs or Job Locations		\$0.00
Continuing Education		\$0.00
Field Trips		\$0.00
Library Trips		\$0.00
Meetings		\$0.00
Purchasing Job Supplies & Materials		\$0.00
Professional Society Meetings		\$0.00
School Functions		\$0.00
Seminars		\$0.00
		\$0.00
Total		\$0.00

	Monthly Estimate	Annual Estimate
<b>TRAVEL - OUT OF TOWN</b>		
Airfare	annual	\$0.00
Car Rental	annual	\$0.00
Parking	annual	\$0.00
Taxi and Train	annual	\$0.00
Bus & Subway	annual	\$0.00
Lodging (do not combine with meals)	annual	\$0.00
Internet Access	annual	\$0.00
Meals (do not combine with lodging)	annual	\$0.00
Porter, Bell Captain	annual	\$0.00
Laundry	annual	\$0.00
Parking Fees / Highway Tolls	annual	\$0.00
Total		\$0.00

	Monthly Estimate	Annual Estimate
<b>CLASSROOM SUPPLIES</b>		
Arts & Crafts Materials		\$0.00
Audio Visual Rentals		\$0.00
Audio Visual Supplies		\$0.00
Books and Music		\$0.00
Classroom Decorations		\$0.00
Computer Software		\$0.00
Film & Processing		\$0.00
Grading Expenses		\$0.00
Online Services		\$0.00
Computers and Printers		\$0.00
Newspapers and Magazines		\$0.00
Paper, Stationary, and Printing		\$0.00
Party Supplies		\$0.00
Photocopy Expense		\$0.00
Records, Tapes, etc.		\$0.00
Student Snacks, Prizes & Awards		\$0.00
Trophies		\$0.00
Visual Aids		\$0.00
Video Tapes / CD's		\$0.00
Total		\$0.00

	Monthly Estimate	Annual Estimate
<b>MISCELLANEOUS EXPENSES</b>		
Liability Insurance - Business		\$0.00
Professional Subscriptions / Periodicals		\$0.00
Office Exp. ink, paper. Furniture, etc.		\$0.00
Laptop, PC, IPAD, etc	annual	\$0.00
Total		\$0.00

### PLEASE DIRECT ANY QUESTIONS TO:

Customer Service

Office 877-738-1119

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	Monthly Estimate	Annual Estimate
<b>EXPENSE SUB-TOTALS</b>		
PROFESSIONAL FEES & DUES	annual	\$0.00
CONTINUING EDUCATION	annual	\$0.00
PHONE / INTERNET ACCESS	annual	\$3,000.00
TRAVEL EXPENSES	annual	\$0.00
CLASSROOM SUPPLIES	annual	\$0.00
MISCELLANEOUS EXPENSES	annual	\$0.00
Total		\$3,000.00