



# Worksheet: Un-Reimbursed Business Expenses for AUTO TECHNICANS AND HOURLY EMPLOYEES

**NAME:**

	Annual Estimate
<b>PROFESSIONAL FEES &amp; DUES</b>	
Alumni Dues	0
Association Dues	0
Credentials	0
	0
Other:	0

<b>CONTINUING EDUCATION</b>	
On-Line Course Fees	0
Course Registration	0
Lab Fees	0
Materials & Supplies	0
Photocopy Expense	0
Reference Material	0
Research Expenses	0
Seminar Fees	0
Textbooks	0
Transcripts	0
Tuition	0
Other:	0

	Annual Estimate
<b>PHONE / INTERNET EXPENSES</b>	
Cell Phone Charges	900
Internet Charges	600
Cell Phone Purchase	0
Other:	0

AUTO TRAVEL (IN MILES)	Est. Miles	.56 per Mile
Business Mileage	0	0
	0	0
	0	0
	0	0
	0	0
	0	0
	0	0
	0	0
	0	0
Other:	0	0

	Annual Estimate
<b>HOME OFFICE EXPENSES</b>	
LAPTOP, PC, IPAD	0
PAPER, INK, ETC	0
DESKS, CHAIRS, ETC.	0
	0
	0
	0
	0
	0
	0
Other:	0

	Employer	Supplied
<b>TOOLS SUPPLIES</b>		
Hand Tools	0	
Power Tools	0	
Diagnostic	0	
Impact Tools	0	
Uniforms	0	
Computer Software	0	
Boots, Shoes	0	
Straps	0	
Laptop	0	
Work Related Software	0	
Equipment Repair	0	
Tool Box	0	
Side Carts	0	
Clamps	0	
Pry Bars	0	
Grips, Flashlight, Batteries	0	
Safety	0	
Back Brace, Knee Pads	0	
Other:	0	

	Annual Estimate
<b>MISCELLANEOUS EXPENSES</b>	
Liability Insurance - Business	0
Professional Subscriptions / Periodicals	0
Other:	0
Other:	0
Other:	0

	Annual Estimate
<b>EXPENSE SUB-TOTALS</b>	
PROFESSIONAL FEES & DUES	\$0
CONTINUING EDUCATION	\$0
PHONE / INTERNET ACCESS	\$1,500
AUTO TRAVEL	\$0
HOME OFFICE EXPENSES	\$0
TOOLS AND SUPPLIES	\$0
MISCELLANEOUS EXPENSES	\$0
	\$1,500

**PLEASE DIRECT ANY QUESTIONS TO:**

Customer Service

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