

Tax Deduction Check List: EDUCATORS

This sheet is to help you organize your employment-related deductible expenses. In order for an expense to be deductible, it must be considered an "ordinary and necessary" expense required by your employer and not reimbursed. If you are self-employed, then the standard is only "ordinary and necessary." Do not include expenses for which you've been reimbursed, expect to be reimbursed, or would be reimbursed if you asked your employer for it.

Professional

Association dues \$ _____
 Union dues \$ _____
 Credentials \$ _____
 License \$ _____
 PTA dues \$ _____
 Other: _____

Continuing Professional Education

Tuition and fees \$ _____
 Course registration \$ _____
 Seminar fees \$ _____
 Internet class fees \$ _____
 Textbooks \$ _____
 Lab fees \$ _____
 Materials & supplies \$ _____
 Research expenses \$ _____
 Photocopies \$ _____
 Transcripts \$ _____
 Other: _____

Communications

2nd land line in your home \$ _____
 Cell phone service \$ _____
 FAX transmissions \$ _____
 ISP / Internet service \$ _____
 Website costs \$ _____
 Other: _____

Miscellaneous

Liability insurance \$ _____
 Prof. books and mags \$ _____
 Resume and job hunt \$ _____
 Other: _____

Classroom Supplies

Arts & crafts materials \$ _____
 Audio-visual supplies \$ _____
 Audio-visual rentals \$ _____
 Books and music \$ _____
 Classroom decoration \$ _____
 Grading expenses \$ _____
 Computers and printers \$ _____
 Computer software \$ _____
 Student prizes and awards \$ _____
 Newspapers and magazines \$ _____
 Party supplies \$ _____
 Paper, printing, copying \$ _____
 Other: _____

Travel – Auto (In Miles)

Between schools Miles: _____
 Continuing ed & seminars _____
 Job search _____
 Professional meetings _____
 Purchasing supplies _____
 Out-of-town trips _____
 Field & library trips _____
 School functions _____
 Tolls and parking \$ _____

Travel (Out of Town) and Meals

Airfare \$ _____
 Car rental and fuel \$ _____
 Bus, taxi, trains, shuttles \$ _____
 Parking & tolls \$ _____
 Lodging (do not combine with meals) \$ _____
 Meals (if kept receipts) \$ _____
 Entertainment \$ _____
 Porter, bellhop, laundry \$ _____

(Please attach a full list of dates & destinations of travel so we can compute per diem deductions)

Other

