

Employee Business Expenses

EXPENSES	
<u>Local Expenses as Employee:</u>	
Parking Fees	
Tolls	
Meals	
Entertainment	
<u>Travel expenses while away from home as Employee</u>	
Lodging	
airplane	
car rental	
Meals	
Entertainment	
<u>Business Expenses as Employee:</u>	
Office expense	
Postage	
Education expenses	
Seminar & Dues	
Subscriptions	
Business Telephone	
Other:	
<u>Reimbursements from Employer</u>	
NOTE: Please fill out the Vehicle Expense Worksheet for your Employee Mileage Information	