

Employee Non-Reimbursed Expense Worksheet

Dues – Union, Professional	\$
Books, Subscriptions, Supplies	
Licenses	
Tools, Equipment, Safety Equipment	
Uniform (include cleaning)	
Sales Expenses, Gifts	
Tuition, Books (work related)	
Entertainment	
Cell Phone	
Job Seeking Expenses (for same field)	
Other: _____	

Business Travel Expenses:

Business Miles Driven: 1/1/14-12/31/14 @ 56 cents per mile	\$
Airfare, Train, etc.	
Lodging	
Meals (number of days _____)	
Taxi, Car Rental	
Other: _____	
Reimbursement Received	