



***Tax
And Business
Service***

TEACHERS AND EDUCATIONAL PROFESSIONALS			
PROFESSIONAL Fees & Dues		Travel (Out of Town)	
Alumni, Association Dues		Airfare	
Credentials		Car Rental	
Parent Teacher Groups		Parking, Tolls	
School and Union Dues		Taxi, Train, Bus & Subway	
CONTINUING EDUCATION		Lodging (do not combine with meals)	
Course Registration/Correspondence Course Fees		Meals (do not combine with lodging)	
Lab Fees		Classroom supplies	
Materials & Supplies		Arts & Crafts Materials	
Photocopy, Research Expense		Audio Visual Rentals	
Reference Material		Audio Visual Supplies	
Seminar Fees		Books and Music	
Textbooks		Classroom Decorations	
Transcripts		Computer Software	
Tuition		Film and Processing	
Telephone expenses		Grading Expenses	
FAX Transmissions		On-line Services	
Cellular & Pager Charges		Computers and Printers (Special IRS Rules)	
AUTO TRAVEL (In miles)		Newspapers and Magazines	
Away from Home Overnight		Paper, Stationary and Printing	
Between Jobs or Job Locations		Party Supplies	
Continuing Education		Photocopy Expenses	
Field Trips		Records, Tapes, etc.	
Library Trips		Student Prizes & Awards	
Meetings		Trophies	
Purchasing Job Supplies & Materials		Visual Aids	
Professional Society Meetings		Video Tapes	
Do not forget to retain your receipts!			

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AUTO TRAVEL cont. (IN MILES)		Miscellaneous Expenses	
School Functions		Liability Insurance – Business	
Seminars		Periodicals	
		Professional Subscriptions	
		Resume	
Do not forget to retain your receipts!			