

Teachers & Education Professionals



8409 Florence Ave. Suite 204
 Downey, CA 90240
 (562) 862-1040
 We are located in the
 LINDORA Building on the 2nd floor

<i>PROFESSIONAL FEES & DUES</i>		<i>TRAVEL-OUT OF TOWN</i>	
Alumni Dues	\$	Airfare	\$
Association Dues	\$	Car Rental	\$
<i>Credentials</i>	\$	Taxi & Train	\$
Parent Teacher Groups	\$	Parking	\$
School & Union Dues	\$	Bus & Subway	\$
Other:	\$	Lodging (do not combine with meals)	\$
<i>CONTINUING EDUCATION</i>		Meals (do not combine with lodging)	\$
Correspondence Course Fees	\$	Porter, Bell Captain	\$
Course Registration	\$	Laundry	\$
Lab Fees	\$	Bridge & Highway Tolls	\$
Materials & Supplies	\$	Telephone Calls (inclining Home)	\$
Photocopy Expense	\$	Other	\$
Reference Material	\$	<i>CLASSROOM SUPPLIES</i>	
Research Expenses	\$	Arts & Crafts Materials	\$
Seminar Fees	\$	Audio Visual Rentals	\$
Textbooks	\$	Audio Visual Supplies	\$
Transcripts	\$	Books & Music	\$
Tuition	\$	Classroom Decorations	\$
Other	\$	Computer Software	\$
Other	\$	Film & Processing	\$
Other	\$	Grading Expenses	\$
<i>TELEPHONE EXPENSES</i>		On-Line Services	\$
Cellular Charges	\$	Computers & Printers	\$
Other	\$	Newspapers & Magazines	\$
<i>AUTO TRAVEL IN MILES</i>		Paper, Stationary, & Printing	\$
Away from Home Overnight	\$	Party Supplies	\$
Between Jobs or Job Locations	\$	Photocopy Expense	\$
Continuing Education	\$	Records, Tapes, etc...	\$
Field Trips	\$	Student Prizes & Awards	\$
Library Trips	\$	Trophies	\$
Meetings	\$	Visual Aids	\$
Purchasing Job Supplies & Materials	\$	Video Tapes	\$
Professional Society Meetings	\$	Other	\$
School Functions	Mi	<i>MISCELLANEOUS EXPENSES</i>	
Seminars	Mi	Liability Insurance-Business	\$
Parking Fees &	Mi	Periodicals	\$
Other	Mi	Professional Subscriptions	\$
Other	Mi	Resume	\$
Other	\$	Other	\$
Other	\$	Other	\$
Other	Mi	Other	\$
Other	Mi	Other	\$

*****Remember to always keep your receipts*** ***Deductions are ONLY for unreimbursed expenses*****

*****You cannot claim an expense as a business expense if it can be used for personal use*****