# kevexpenses

### **OUT-OF-TOWN** TRAVEL

Expenses accrued when traveling away from "home" overnight for job-related reasons are deductible. Your "home" is generally considered to be the entire city or general area where your principal place of employment is located. Out-of-town expenses include transportation, meals, lodging, tips and miscellaneous items like laundry, valet etc.

Document your away-from-home expenses by noting the date, destination and business purpose of your trip. In addition, keep a detailed record of your expenses – lodging, public transportation, meals etc. Always list meals and lodging separately in your record. Receipts must be retained for each lodging expense. However, if any other business expense is less than \$75, a receipt is not necessary if you record all of the information in a timely diary. Keep track of the full amount of meal and entertainment expenses even though only a portion of the amount may be deductible.

### **OFFICE** EXPENSES:

Use this section to record miscellaneous expenses of supplies and services you are responsible for when you are on the road. For example, you may be required to fax or mail an important document back to your home office; such expenses are deductible if they are not reimbursed by your employer.

#### **SUPPLIES:**

Generally, to be deductible, items must be ordinary and necessary to your job. If you are an employee, only amounts not reimbursable by your employer are deductible. Record separately from other supplies items costing more than \$100 and having a useful life of more than one year. These items must be reported differently on your tax return than recurring everyday business expenses such as maps.

If you are required to wear a uniform, the cost and upkeep may be deductible. IRS rules specify that expenses for work clothing and its maintenance are deductible if: (1) the uniforms are required by your employer (if you are an employee); and (2) the clothes are not adaptable to ordinary street wear.

### **COMMUNICATION** EQUIPMENT

Since special rules apply to deductions for cellular telephones and similar items (called "listed property" in the tax rules), it is important to track their business and personal use carefully. Such property potentially qualifies for larger current deductions when they are used more than 50% of the time for business. Keep your bills for cellular phone use and mark all business calls.

#### FEES & DUES:

Union or other professional dues are deductible. Amounts paid to a union that are meant to go toward defraying your personal expenses are not deductible. However, any portion of the union payments that goes into a strike fund is deductible.

### **MISCELLANEOUS** EXPENSES:

Use this section to record expenses that don't easily fit in other categories. For example, if you look for a job in the same line of work, you may deduct the expenses. Such expenses could include mileage to interviews, resume preparation etc.

# Tax Deductions for: Overnight **Drivers**



Occupational Series

The information provided in this brochure is an abbreviated summary of the rules for the job-related expenses applicable to educators. For additional details as to specific business expenses, the records required and the various governmental regulations, consult the firm providing this brochure. 0B29 © ClientWhys. Inc.

In order to deduct expenses in your trade or business, you must show that the expenses are "ordinary and necessary." An ordinary expense is one that is customary in your particular line of work. A necessary expense is one that is appropriate but not necessarily essential in your business. The application of these terms to you relies heavily on the "facts and circumstances" of your unique situation.

## **TRAVEL** – Out Of Town:

Airfare
Bath & Shower
Bus & Subway
Car Rental
Laundry
Laundry Supplies
Locker Fees
Lodging (do not combine with meals)
Meals - Actual Cost (do not combine with lodging)
Number of Days Away from Home
Parking
Taxi
Telephone
Tips, Porter, Baggage Handling etc.
Tolls
Toiletries
Train
Other:
Other:

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# **OFFICE** Expenses

Fax Expenses	
FedEx, UPS etc.	
Office Supplies	
Postage	
Secretarial	
Stationery	
Other:	
Other:	
Other:	
Other:	

## **SUPPLIES**

Compass	
Ice Chest	
Maps	
Map Book	
Thermos	
Tools	
Trade Publications	
Uniform	
Uniform Cleaning	
Uniform Repairs	
Other:	
Other:	
Other:	

# **COMMUNICATION** Equipment:

L		
C	Cellular Phone	
C	Citizens Band Radio	
L	ong Range Communications	
F	Radio	
l	Neather Receiver	
C	Other:	

# FEES & Dues:

Association Dues	
License	
Security Bond	
Travel Card Fees	
Union Dues	
Other:	
Other:	

# **SAFETY** Equipment:

Aprop	
Apron	
Back Supporter (Belt)	
Batteries	
Fire Extinguisher	
First Aid Kit	
Flares	
Flashlight	
Glasses - Safety	
Glasses - Sun	
Gloves - Driving	
Gloves - Work	
Seat Cushion	
Shoes/Boots - Safety	
Other:	
Other:	
Other:	

# **MISCELLANEOUS** Expenses:

Business Cards
Insurance - Business
Legal & Professional Services
Publications - Trade
Subscriptions
Testing - Job-Related
Other: