

Unreimbursed Job-Related Expenses (Form 2106; Not self-employed)

NOTE: Job expenses must be required by your employer. You may not claim job expenses if the employer has a reimbursement plan and you chose not to take advantage of the plan. It is always better to arrange for an accountable reimbursement plan with your employer.

Work-Related Mileage:

NOTE: You must maintain written records (e.g. mileage log) documenting the date, miles, and business purpose for each trip driven for your work. The IRS will not allow a deduction for undocumented mileage. If you use multiple vehicles please attach a separate statement with a breakdown per vehicle.

	Client	Spouse
Month/year vehicle was purchased		
Make and year of vehicle		
TOTAL miles this vehicle was driven in the year, regardless of trip purpose:		
Odometer reading 12/31:		
Odometer reading 1/1:		
Total business miles driven for the year (No personal mileage or commuting!)		
Total commuting miles driven for the year		
Parking fees, tolls, and transportation (e.g. by train or bus)		
Travel expense while away from home overnight (lodging, airfare, car rental, etc.) Do not include meals, entertainment, or expenses for non-employees (e.g. family members).		
Total meals & entertainment		
Union dues:		
Professional memberships:		
Supplies purchased:		
Trade publications and professional resources:		
Continuing education, classes, seminars, etc. :		
Uniforms required by employer and not suitable for ordinary wear or required protective clothing (e.g. stoles, hard hats, safety shoes)		

Information provided by: _____ **Date:** _____