

OVERNIGHT DRIVERS TAX WORKSHEET

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.

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

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.

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.

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.

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.

TRAVEL – OUT-OF-TOWN	SUPPLIES	SAFETY EQUIPMENT
Airfare	Compass	Apron
Bath & Shower	Ice Chest	Back Support (Belt)
Bus & Subway	Maps	Batteries
Car Rental	Map Book	Fire Extinguisher
Laundry	Thermos	First Aid Kit
Laundry Supplies	Tools	Flares
Locker Fees	Trade Publications	Flashlight
Lodging (do not combine with meals)	Uniform	Glasses – Safety
Meals – (do not combine with lodging)	Uniform Cleaning	Glasses – Sun
Number Days Away From Home	Uniform Repairs	Gloves – Driving
Parking	Other:	Gloves – Work
Taxi	COMMUNICATION EQUIPMENT	Seat Cushion
Telephone	Beeper	Shoes/Boots – Safety
Tips, Porter, Baggage Handling etc.	Cellular Phone	Other:
Tolls	Citizens Band Radio	MISCELLANEOUS
Toiletries	Long Range Communications	Business Cards
Train	Radio	Insurance – Business
Other:	Weather Receiver	Legal & Professional Services
OFFICE EXPENSES	Other:	Subscriptions
Fax Expenses	FEES & DUES	Testing – Job-Related
FedEX, UPS etc.	Association Dues	Other:
Office Supplies	License	Other:
Postage	Security Bond	Notes:
Secretarial	Travel Card Fees	
Stationary	Union Dues	
Other:	Other:	