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| **Teachers and Educational Professionals** |
| All deductions must be out-of-pocket expenses that are NOT reimbursed by your employer. |
| **Professional Fees & Dues** | **Travel - Out of Town** |
| Association Dues |  | Airfare |  |
| Credentials |  | Bridge & Highway Tolls |  |
| Parent Teacher Groups |  | Bus & Subway |  |
| School and Union Dues |  | Car Rental |  |
| Other:  |  | Laundry |  |
| **Continuing Education** | Lodging |  |
| Course Fees |  | Meals |  |
| Course Registration |  | Parking |  |
| Lab Fees |  | Porter, Bell Captain |  |
| Materials & Supplies |  | Taxi & Train |  |
| Photocopy Expense |  | Telephone Calls |  |
| Reference Materials |  | Other:  |  |
| Research Expenses |  | **Classroom Supplies** |
| Seminar Fees |  | Arts & Crafts Materials |  |
| Textbooks |  | Audio Visual Rentals |  |
| Transcripts |  | Audio Visual Supplies |  |
| Tuition |  | Books & Music |  |
| Other:  |  | CD's, DVD's, etc |  |
| **Telephone Expenses** | Classroom Decorations |  |
| Cell Phone |  | Computer Software |  |
| FAX Transmissions |  | Computers & Printers |  |
| Toll Calls |  | Film & Processing |  |
| Other:  |  | Grading Expenses |  |
| **Auto Travel (In Miles)** | Newspapers & Magazines |  |
| Away from Home Overnight |  | On-Line Services |  |
| Between Jobs or Job Locations |  | Paper, Stationary & Printing |  |
| Continuing Education |  | Party Supplies |  |
| Field Trips |  | Photocopy Expense |  |
| Library Trips |  | Student Prizes & Awards |  |
| Meetings |  | Trophies |  |
| Parking Fees & Tolls ($) |  | Visual Aids |  |
| Professional Society Meetings |  | Other:  |  |
| Purchasing Job Supplies & Materials |  | **Miscellaneous Expenses** |
| School Functions |  | Periodicals |  |
| Seminars |  | Professional Subscriptions |  |
| Other:  |  | Resume |  |