

Educator Expenses – Tax Preparation Checklist

Dues and Licenses

Teacher Association Dues \$ _____

State Licensing Fees \$ _____

Professional Dues \$ _____

Union Dues \$ _____

Equipment and Supplies

Books and Supplies \$ _____

Registration and Fees \$ _____

Photocopy Expenses \$ _____

Reference Material \$ _____

Lab Fees \$ _____

Tuition \$ _____

Equipment and Supplies

Trade Magazines \$ _____

Books \$ _____

Office Supplies \$ _____

Briefcase \$ _____

Classroom Decorations \$ _____

Classroom Holiday Party Supplies \$ _____

Gifts for Students \$ _____

DVD's and CD's \$ _____

Out of Town Travel Expenses

Airfare \$ _____

Car Rentals \$ _____

Lodging \$ _____

Meals \$ _____

Parking and Tolls \$ _____

Long Distance Telephone Calls \$ _____

Public Transportation \$ _____

Auto Travel

Public Transportation (buses, cabs, etc.) \$ _____

Parking and Toll Fees \$ _____

From one work location to the second work location during the same work day
(total miles) _____

Expenses to and from a workshop/meeting that isn't your normal work place (total
miles) _____

