

**EMPLOYEE BUSINESS  
EXPENSE  
(OTHER THAN VEHICLE)**

Taxpayer       Spouse

Activity/Employer \_\_\_\_\_

Expenses

- |  |    |       |
|--|----|-------|
| 1. Lodging .....                           | 1. | _____ |
| 2. Meals and entertainment (in full) ..... | 2. | _____ |
| 3. Airfare .....                           | 3. | _____ |
| 4. Car rental .....                        | 4. | _____ |
| 5. Local transportation .....              | 5. | _____ |
| 6. Education .....                         | 6. | _____ |
| 7. Office supplies .....                   | 7. | _____ |
| 8. Printing .....                          | 8. | _____ |
| 9. Postage .....                           | 9. | _____ |

10. Other:

Description

- |            |      |       |
|------------|------|-------|
| 10a. _____ | 10a. | _____ |
| 10b. _____ | 10b. | _____ |
| 10c. _____ | 10c. | _____ |
| 10d. _____ | 10d. | _____ |
| 10e. _____ | 10e. | _____ |
| 10f. _____ | 10f. | _____ |
| 10g. _____ | 10g. | _____ |

Reimbursements not on W-2

- |                                  |    |       |
|----------------------------------|----|-------|
| 1. Meals and entertainment ..... | 1. | _____ |
| 2. Other reimbursements .....    | 2. | _____ |