EMPLOYEE BUSINESS EXPENSES

NAME OF EMPLOYEE: _____

	REIMBURSED		NOT REIMBURSED
	INCLUDED ON W-2	NOT INCLUDED ON W-2	
PERSONAL VEHICLE USE	(SEE AUTO WORKSHEET ON BACK)		
PARKING FEES & TOLLS			
GROUND TRANSPORTATION			
AWAY FROM HOME TRAVEL, LODGING, CAR RENTAL, ETC.			
BUSINESS GIFTS			
EDUCATION EXPENSES			
HOME OFFICE	(REQUEST HOME OFFICE WORKSHEET)		
TRADE PUBLICATIONS			
MEALS & ENTERTAINMENT			
OTHER			
OTHER			
OTHER			
OTHER			
OTHER			
OTHER			
OTHER			