

# 2106-EZ ATTACHMENT (Business Expense)

Name: \_\_\_\_\_

Occupation: \_\_\_\_\_

## Lodging & Meals

# of nights out: \_\_\_\_\_

Hotel Expenses not reimbursed: \_\_\_\_\_

Perdiem: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_

Amount Reimbursed: \_\_\_\_\_

Total Perdiem Claimed: \_\_\_\_\_

Union Dues: \_\_\_\_\_

Cell phone or 2<sup>nd</sup> line: (business purposes) \_\_\_\_\_

Pager: \_\_\_\_\_

Internet Services: (required by employer) \_\_\_\_\_

## Equipment & Supplies

Uniforms: \_\_\_\_\_

Work Shoes: \_\_\_\_\_

Equipment or supplies: \_\_\_\_\_

Continuing Education: \_\_\_\_\_

Certifications & Licenses: \_\_\_\_\_

Total for line 4: \_\_\_\_\_

Business Mileage: \_\_\_\_\_

(Outside of the commute to primary location)

Commute Miles: \_\_\_\_\_

(One way mile from home to primary location)

Personal Miles: \_\_\_\_\_

(Average miles driven per year that is not business related)