

EDUCATOR DEDUCTION WORKSHEET

YEAR: _____

CLASSROOM AIDS & SUPPLIES:

_____ Arts & Crafts
_____ Attendance Books
_____ Audio Visual Supplies/Expenses
_____ Books/Newspapers/Magazines
_____ Classroom Decorations
_____ Computer Software/Expenses
_____ Film/Processing
_____ Food/Snacks
_____ Grade Books/Expenses
_____ Music/Records/Tapes
_____ Paper (Writing/Composition)
_____ Party Supplies
_____ Photocopies
_____ Printing
_____ Prizes/Awards/Trophies
_____ Stationery
_____ Tools

COMMUNICATION EXPENSES:

_____ Cellular Phone
_____ Faxes
_____ Internet Access
_____ Second Phone Line

CONTINUING EDUCATION:

_____ Conventions/Seminars
_____ Correspondence Course Fees
_____ Materials & Supplies
_____ Photocopy Expenses
_____ Reference/Research Materials
_____ Textbooks
_____ Transcripts
_____ Tuition

EQUIPMENT:

_____ Calculator
_____ Camera
_____ Desk & Chair
_____ Filing Cabinet
_____ Tape Recorder

MISCELLANEOUS EXPENSES:

_____ Dry Cleaning/Laundry
_____ Liability Insurance
_____ Postage/Shipping
_____ Shirts/Sweaters/Hats With School Logo
_____ Storage (Professional Use Only)

OUT-OF-TOWN EXPENSES:

_____ Airfare/Bus/Taxi
_____ Bridge/Road Tolls/Parking
_____ Car Rental
_____ Laundry & Laundry Supplies
_____ Lodging
_____ Meals
_____ Taxi/Lyft/Uber/Subway

PROFESSIONAL FEES & DUES:

_____ Dues (Alumni & Association)
_____ Dues (School/Union)
_____ Job Seeking/Resume Costs
_____ Legal (Protect/Produce Income)
_____ Liability Insurance
_____ Licenses/Credentials

TRAVEL EXPENSES (Mileage)

_____ Away From Home Overnight
_____ Between Jobs or Job Locations
_____ Continuing Education
_____ Field Tips/School Functions
_____ Meetings/Seminars
_____ Parking Fees & Tolls
_____ Purchasing Supplies/Materials