

UE Expense Template

This template is designed for employees who incur business expenses and are not reimbursed by their employer. If you are claiming unreimbursed employee expenses in 2021, we need you to complete all of the necessary information that apply to the taxpayer or spouse. We have listed the most common expenses we see our clients claim. If you have expenses you incurred for your employer that we do not have listed, please include the description and amount in the other expenses chart.

| UNREIMBURSED EXPENSES | | |
|---------------------------------------|-----------------|---------------|
| Description | Taxpayer | Spouse |
| Union Dues | \$ | \$ |
| Professional Fees | \$ | \$ |
| Specific Job-Related Clothing | \$ | \$ |
| Licenses | \$ | \$ |
| Airfare | \$ | \$ |
| Hotel | \$ | \$ |
| Taxi | \$ | \$ |
| Meals | \$ | \$ |
| Entertainment | \$ | \$ |
| Cell Phone (Total Cost/Business Cost) | \$ / \$ | \$ / \$ |
| Internet (Total Cost/Business Cost) | \$ / \$ | \$ / \$ |

| OTHER EXPENSES | | |
|-----------------------|-----------------|---------------|
| Description | Taxpayer | Spouse |
| | \$ | \$ |
| | \$ | \$ |
| | \$ | \$ |

| AUTO EXPENSE | | | |
|-------------------------|--------|-------------------------|--------|
| Taxpayer | | Spouse | |
| Description of Vehicle: | | Description of Vehicle: | |
| Date placed in Service: | | Date placed in Service: | |
| Which Employer: | | Which Employer: | |
| Description | Amount | Description | Amount |
| 2021 Business Miles | | 2021 Business Miles | |
| 2021 Total Miles | | 2021 Total Miles | |
| Parking Fees | \$ | Parking Fees | \$ |
| Tolls | \$ | Tolls | \$ |

Note: The standard mileage rate for 2021 is 56 cents per mile.

Note: Let us know if your employer gives you partial reimbursement for mileage.

Note: The IRS no longer allows a deduction for unreimbursed expenses, however, the expenses can still be claimed on PA and Local. They require the taxpayer to maintain a written mileage log to verify their total and business mileage.