

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 2023, 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
2023 Business Miles		2023 Business Miles	
2023 Total Miles		2023 Total Miles	
Parking Fees	\$	Parking Fees	\$
Tolls	\$	Tolls	\$

Note: The standard mileage rate for 2023 is 65.5 cents per mile for the 2023 Tax Year.

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.