

SAILOR JOB EXPENSES

CLIENT NAME _____ YEAR _____

HOME PHONE # (_____) _____

CELL PHONE # (_____) _____

SAILOR UNION DUES (if No Union Dues write "NONE"):

Annual Base Dues + \$ _____

Working Dues (usually taken on Vacation Paychecks) + \$ _____ = \$ _____

SAILOR UNIFORMS (& Other Working Clothing):

Jackets, Shirts, Pants, etc. + \$ _____

Uniform Cleaning (including at home) + \$ _____ = \$ _____

SAILOR EQUIPMENT:

Job Related Safety Equipment + \$ _____

Job Related Tools, Flashlights, etc. + \$ _____

Computer & Software Used For Job + \$ _____ = \$ _____
List computer purchase date(s):

SAILOR LICENSE FEES, PASSPORTS, VISAS, ETC \$ _____

SAILOR JOB REQUIRED MEDICAL EXAMS \$ _____

OTHER SAILOR EXPENSES (Please Specify Below)

SAILOR TRAVEL EXPENSES

IF you used a Calendar/Log Book

*To record your travel expenses
Just transfer your totals to these Worksheets*

DO NOT SEND US YOUR CALENDAR

TAX YEAR _____

CLIENT NAME _____ HOME PHONE () _____

CELL PHONE () _____

In order to properly claim the following expenses as deductions, there is a requirement for documentary evidence to substantiate these incurred expenses. *Receipts are always required for incurred Lodging.* Receipts are not required for other individual expenses under \$75 as long as you ***timely record*** them in a calendar or expense log. It is not necessary for us to actually see your receipts or expense log, just to have an acknowledgement that you have timely recorded them. Please fill in your incurred expenses in the appropriate categories below:

1. SAILOR JOB SEARCH EXPENSES TO UNION HALLS OR SHIPPING COMPANIES:

Check box if not applicable

CITY NAME	# OF DAYS	MEALS	HOTELS	AIR FARE, BUS, ETC.	RENTAL CARS
_____	_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____	\$ _____

Round Trip

PERSONAL AUTO MILEAGE FOR JOB SEARCHES:	Mileage	# of Trips	Total Mileage
Do <u>NOT</u> include rental car mileage	_____	x _____	= _____
	_____	x _____	= _____

2. SAILOR EXPENSES WHEN IN PORT - **and/or** - TRAVELING TO MEET A SHIP:

Check box if not applicable

CITY NAME	# OF DAYS	MEALS	HOTELS	AIR FARE, TAXI ETC.	RENTAL CARS
_____	_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____	\$ _____

PERSONAL AUTO MILEAGE TO MEET SHIPS: Just give us the total mileage here _____
Do NOT include rental car mileage

3. SAILOR CONTINUING EDUCATION EXPENSES AND/OR COAST GUARD LICENSING TRIPS: *If all tuition expenses were paid, you may still take a travel deduction based on the number of days at each school.*

Check box if not applicable

CITY NAME	# OF DAYS	MEALS	HOTELS	AIR FARE, BUS, ETC.	RENTAL CARS
_____	_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____	\$ _____

Other Education Costs: Tuition \$ _____ Books/Course Supplies \$ _____ 1099 Reimbursement? \$ _____

PERSONAL AUTO MILEAGE TO A SCHOOL: Just give us the total mileage here _____
Do NOT include rental car mileage