

Airline Professional Deductions

For any expense that involves personal and business use, please, state the amount that pertains to your job.

Provide: A copy of each month ending "Activity Record" (HI1's.) To calculate your layover expenses.

A copy of your Last Pay check for the year.

Please use one sheet per person

Taxpayer Name: _____

Category	Amount	Office Use	
Answering Service			
Bid Service Fees			
Bid Mailing			
Bidding			
Trip Trading & Pick UP			
Communications/Telephone			
Beeper Service			
Company Computer (PC Fos)			
Call Notes			
Call Waiting/ Call Fwd			
Calling Cards			
Collect Calls			
Long Distance on Layovers			
For this expenses specify the following:	Total	Business %	
Computer Supplies			
Internet Access Fees			
Phone Cellular			
Phone Second Line to Home			
Education			
Dictionaries			
Foreign Language Books/Cd's/Tapes			
Foreign Language Classes			
Fees			
ATM Fees on layovers			
Check Cashing on layover			
Credit Card Annual Fee			
Internet use on Layovers			
Personal Documents			
ID Replacement			
Passport Renewal			
Photo for Passport/Visa			
Visa Renewal			
Professional Publications			
Small Tools			
Batteries			
Corkscrew			
Flashlight			
Galley Supplies			
Keys - Jetbridge/Equipment			
Logbook			
Manual Cover			
Manual Replacement			
Personal Organizer (Book)			
Tips			
Driver			
Travel Items			
Alarm Clock			
Curling Iron			
Foreign Currency Converter			
Foreign Electrical Adapter			
Foreign Voltage Converter			
Hair Dryer			
Iron			
Portable Security Device			
Portable Smoke Detector			

Category	Amount	Office Use	
Uniform Accesories			
Belt			
Epaulets			
Hair Clips			
Hat			
Name Tags			
Purse			
Scarf			
Wings			
Uniform Alterations			
Uniform Luggage			
Garment Bag			
Handbag			
Luggage Name Tags			
Repairs			
Suitcase			
Uniform Maintenance			
Dry Cleaning			
Home Laundering			
Uniform Purchases			
Dress			
Jacket			
Maternity Dress			
Original Issue			
Pants			
Serving Garment			
Shirt			
Skirt			
Sweater			
Tie			
Winter Jacket/Coat			
Uniform Shoes			
In-flight Shoes			
Shoe Repair			
Shoe Shine			
Uniform Shoes			
Uniform Watch			
Watch			
Watch Repairs			
Union Dues			
Other (List only expenses related to your Job)			

Equipment	Date Purchased	Cost	Bus %
Answering Machine			
Cell Phone Purchase			
Computer			
Internet Modem, DSL, Router			
Printer			
Pager Purchase			

Use Other Side if you need more space