

# UNREIMBURSED SELF-EMPLOYED BUSINESS EXPENSES

Advertising (cards, headshots, mailings) \_\_\_\_\_  
Books (research, scripts) \_\_\_\_\_  
Business taxes (if City of Phila NPT/BIRT) \_\_\_\_\_  
Business gifts (flowers for cast) \_\_\_\_\_  
Classes (to maintain/enhance skills) \_\_\_\_\_  
Contract labor (to pay actors, designers, fabricators, teaching subs) \_\_\_\_\_  
Internet \_\_\_\_\_  
Hair/Makeup \_\_\_\_\_  
Office supplies \_\_\_\_\_  
Photo/Video \_\_\_\_\_  
Professional development (tickets, memberships, residency fees, subscriptions) \_\_\_\_\_  
Project expenses (set, prop, costume, rented equipment, etc) \_\_\_\_\_  
Rented space (rehearsal/performance/studio/gallery/office) \_\_\_\_\_  
Software and apps \_\_\_\_\_  
Tax preparation (for last year) \_\_\_\_\_  
Telephone (business use - can be a % of total cost) \_\_\_\_\_  
Union dues \_\_\_\_\_  
Website (design, domain hosting) \_\_\_\_\_

## TRAVEL AND MEALS

Local travel (bus, bike, Lyft) \_\_\_\_\_  
In-town meals (business related) \_\_\_\_\_  
Per diem for out-of-town meals (list number of days and location) \_\_\_\_\_  
Out-of-town travel (plane, bus, train, rental car - not your own car) \_\_\_\_\_  
Out-of-town lodging \_\_\_\_\_

## HOME OFFICE

Total square footage of home \_\_\_\_\_  
Total footage used for business \_\_\_\_\_  
Total utilities \_\_\_\_\_ repairs \_\_\_\_\_ for whole home  
Homeowners or renters insurance \_\_\_\_\_  
If renter, total rent paid for year \_\_\_\_\_  
If owner, property tax paid \_\_\_\_\_ mortgage interest paid \_\_\_\_\_

## CAR EXPENSES

Make/Model \_\_\_\_\_  
Total miles driven in year \_\_\_\_\_  
Total miles driven for business in year (not commuting to W2 job) \_\_\_\_\_  
Parking and tolls \_\_\_\_\_

## AMORTIZABLE EXPENSES (expenses over \$500 - like a new computer)

What was it? \_\_\_\_\_  
Date purchased \_\_\_\_\_ cost \_\_\_\_\_

## OTHER EXPENSES "ordinary and necessary"