



# PSI FINANCIAL SERVICE

Doing More Than Just Taxes

## EDUCATOR EXPENSES

Professional Fees & Dues	Amount	Classroom supplies	Amount
Union/Association Dues		Flashlight/batteries/bulbs	
Credentials/ Transcripts		Projectors/screens/VCR/VCR tapes	
Parent / Teacher Association		Computers/ CD	
Licenses & Fees		Tape recorder/ cassette tapes	
Graders/ Assistants/ Secretarial Services		Musical instruments	
Other:		Blanket/ pillows/ cushion	
<b>Uniforms &amp; Maintenance</b>		Emergency tools and tool box	
Sports: Athletic Instructors:		Displays/ models	
School Logo jackets/ Sweats/ Gym Clothes		Office/ class décor	
Safety shoes / Brodroots/ Cletes		Office supplies/fax/postage/etc.	
Thermal wear/ ear muffs/ watch caps/ gloves		Briefcase/daytimes/calculator	
Rain Gear/ Suits		Pens-Pencils/ Books	
Equipment		Clipboards/ notebooks/periodicals/ Subscriptions	
Other:		Whistle/ first Aid kits	
		Transparencies/ dry markers	
<b>Telephone expense</b>		Watch purchase/ repairs	
Cellular Service x Biz percentage		Equipment rental/ repair	
Paging service			
Equipment purchase		<b>Teaching Supplies</b>	
		Art Supplies	
<b>Continued education/Training</b>		Awards/ trophies/plaques (students)	
Seminar/Webinar/ Course/Cont. Edu.		Bulletin Boards	
Special training sessions		Visual Boards	
Lab & Registration Fee		Film & processing	
Materials/Text Books/ Classroom Supply		Educational Games/Flash Cards/ Etc.	
Transcript fees		Special projects	
Educational Tapes or DVD		Paper/Printing/photocopies	
Parking fee/ Tolls		Classroom Party Supplies	
Reimbursement / Grants/ awards		Open House Supplies	
		Computer Software/ supplies	
<b>Job seeking/ Travel expenses</b>		Audio Tapes/ Equipments	
Resumes/Postage/Printing/Copy & Transcript Fee			
Airfare/ Train/ Bus		<b>Misc. equipment</b>	
Car Rental/ Taxi / Subways/ Bus		List Below	
Lodging/ Bell Captains/ Porter			
Total days away from home over-night (meals)			
<b>Travel: Indicate mileage only</b>			
Travel to field trips / officiators			
Travel Temp. Job sites/ Second job			
Travel to seminars/ training/meetings/PTA			
Travel to purchase equipment &supplies			
Travel to scouting/CIF booster			
Travel to convention/ clinics			
Parking fees travel related			
		Note: All items shown must be ordinary &	
		necessary for your occupation. Receipts for	
		expenses and documentation for and travel is	
		required.	