

AIRLINE FLIGHT ATTENDANT WORKSHEET

Name: _____
Print Name

Tax Year: _____

Education and training (to maintain and improve your skill in current profession (tuition, books)	\$ _____
Expenses incurred for education (parking and fees)	\$ _____
Gloves (work related)	\$ _____
Luggage and carrying carts	\$ _____
Miscellaneous supplies (flash lights, batteries, cork screws, traveling supplies, etc.)	\$ _____
Passport fee (if not reimbursed)	\$ _____
Professional books, publications or magazines	\$ _____
Software (job related)	\$ _____
Uniform purchase (employer required)	\$ _____
Union dues (on last pay stub, NOT on W-2)	\$ _____

	\$ Annual Cost	% used for work	\$ Annual work cost
Cell phone or pager	\$ _____	_____	\$ _____
Computer	\$ _____	_____	\$ _____
Internet service	\$ _____	_____	\$ _____

How many times per month do you dry clean or wash the below uniform items?

Uniform Maintenance	Dry Clean			Wash		
	Dry Clean Quantity	Dry Clean Unit Cost	Dry Clean Total Cost	Wash Quantity	Wash Unit Cost	Wash Total Cost
Jackets	_____	\$ _____	\$ _____	_____	\$ _____	\$ _____
Pants	_____	\$ _____	\$ _____	_____	\$ _____	\$ _____
Shirts.	_____	\$ _____	\$ _____	_____	\$ _____	\$ _____
Dress	_____	\$ _____	\$ _____	_____	\$ _____	\$ _____
Tie	_____	\$ _____	\$ _____	_____	\$ _____	\$ _____
Coat	_____	\$ _____	\$ _____	_____	\$ _____	\$ _____
Dry clean and wash TOTAL						\$ _____

Per Diem (below are two options to calculate per diem, Pro-Diem or Log Book)

Did your per diem cover all of your out-of-town expenses? Yes No

1) Pro-Diem; I have attached a copy of the Pro-Diem Inc report Yes No

2) Log Book; my expenses are based on my log book listing the total expense while on trips away from home (e.g. tipping, cab fares, food, and non-cell phone calls to home or employer. Log book must be complete.) \$ _____

I have provided originals of my "crew activity statements" and agree to pay the additional \$50 fee for "Pro-Diem Inc" to provide a per diem report on my behalf. Yes No

Signature is required to process this tax deduction

I understand that to deduct these expenses, my employer would agree that these non-reimbursed expenses were needed to perform my job. You should retain all original receipts, checks and bank statement to support these deductions. I declare that the information I have provided to Nancy L Shoemake CPA, P.A. is to the best of my knowledge is true, correct and complete.

Signature

Date