

EDUCATIONAL CHECKLIST

- Tuition Statements
- Books & Supplies Receipts
- Computer & Printer Costs including date of purchase
- Internship Expenses (i.e. Travel, Rent, Utilities, Number of days on internship and City worked)
- Travel Expenses (i.e. moving expenses related to education)
- Job Search Expenses (i.e. Travel, Communications, Printing etc.)
- Memberships & Dues
- Professional Subscriptions
- Unreimbursed Employee Business expenses (See Business Expense Checklist for more details).