

# Flight Attendant Professional Deductions

<b>YOUR NAME</b>		<b>AIRLINE</b>		<b>BASE</b>	
<b>Months Flown:</b>	<b>Total Months flown?</b>				Months
	<b>Of total months flown, how many were Domestic?</b>				Months
	<b>Of total months flown, how many were International?</b>				Months
	<b>Of total months flown, how many were Mixed?</b>				Months

All expenses below must be specifically for business use and not reimbursed by your employer. Enter amounts as yearly totals unless otherwise specified. Do not send us the receipts; keep them for your records. If both you and your spouse fly, please use a separate Professional Deduction Worksheet for each of you.

<b>Total Uniform Payroll Deduction Amount</b>		Luggage Items	\$	Cell Phone Purchase	\$
<b>From Your Last Check Stub</b>	\$	Garment Bag	\$	Answering Service/Machine	\$
<b>Additional Items Purchased: DO NOT</b> list items purchased with points or included in amount from payroll deductions above.		Flight Bag	\$	Professional Publications	\$
		Airline Luggage Tags	\$	Dues for Professional Organizations	\$
		Personal Organizer	\$	Internet Access Fees - Home	\$
		Logbook	\$	Internet Access Fees - Layover	\$
Uniform Alterations	\$	Flashlight	\$	Computer Usage Fees (PC FOS)	\$
Uniform Belt	\$	Batteries	\$	Computer Printer Supplies	\$
Uniform Jacket	\$	Portable Alarm Clock	\$	Bid/Trading Software	\$
Uniform Hat	\$	Portable Curling Iron	\$	Bid Service Fees	\$
Uniform Pants	\$	Portable Hair Dryer	\$	Bid Mailing Fees	\$
Uniform Shirt	\$	Portable Iron	\$	Manual Replacement	\$
Uniform Sweater	\$	Portable Security Device	\$	ID Replacement	\$
Uniform Tie	\$	Portable Smoke Detector	\$	Tips - Limo Drivers	\$
Uniform Winter Jacket	\$	Int'l Voltage Converter	\$	ATM Fees on Layovers	\$
Uniform Scarf	\$	Foreign Visa	\$	Check Cashing Fees on Layovers	\$
Wings	\$	Passport Fee	\$	Drug Testing Expenses	\$
Sunglasses	\$	Passport Photo	\$	Union Dues	\$
Jet Bridge/Jet Way Keys	\$	Company Business Cards	\$	Foreign Language Expenses	\$
<b>Uniform Shoes:</b> Must be purchased from a uniform shop or ASU.		Company Copy/Fax Expense	\$	Other:	\$
		Company Mailing Expense	\$	Other:	\$
Uniform Shoes	\$	Company Phone Expense	\$	<b>Airport Parking Expense</b>	\$
Shoe Repair - Uniform Shoes	\$	Call Waiting/Call Forwarding	\$	<b>Reserve Emergency Cab Fares</b>	\$
<b>Uniform Cleaning:</b> (Not Reimbursed)		Dual Time Zone Watch	\$		
Home Laundering - \$ Per Wk	\$	Pager Service	\$	<b>Layover Transportation Expense:</b> List the amount you spend per month on taxi, bus, subway, rental car, etc. \$	
Laundering - \$ Per Wk	\$	Pager Purchase	\$		
Dry Cleaning - \$ Per Wk	\$	2nd Telephone Line	\$		

## Satellite/Co-Terminal Transportation

If you cover more than one airport, transportation to an airport other than where your mailbox is located is deductible.

Three Letter Airport Code		Number of Round Trips		Cost Per Round Trip	\$
Three Letter Airport Code		Number of Round Trips		Cost Per Round Trip	\$

## Phone Usage

### Cell Phone

Number of Months on Reserve		Total Months Flown	
While you are on Reserve, the entire base fee for your cell phone is deductible. How much is your monthly base fee?			\$
For the months you are not on Reserve, you may deduct calls home, calls to the home area and work related calls. Calls to your "area" include calls that would not be long distance if you were calling from home. How much is your average monthly bill for these calls?			\$

### Calling Card

Amount per month used on a calling card to call your home, home area or for work related calls?	\$	Per Mo.
<b>International/Domestic Pre Paid Calling Card</b>		
Amount per month used on a pre paid calling card for calling your home, home area or for work related calls?	\$	Per Mo.

## Commuting/Non-Commuting Travel Expenses

Commuting expenses to your base for trips are NOT deductible. However, travel/overnight expenses for company meetings, or union events should be included here. Do not include travel expenses in this section that have been included in any other section.

Number of Round Trips		Cost of Transportation Per Round Trip	\$
Number of Nights in Hotel		Cost of Stay Per Night	\$

## Commuter Pad Moving Expenses

If you transferred bases and moved your Commuter Pad, list the associated expenses below.

Old Base (Code)		New Base (Code)		Travel Expense	\$
Distance driven to transport belongings		miles		Shipping Expense	\$
Date Moved				Lodging Expense	\$

## Job Hunting Expenses

Only job search expenses in your present line of work are deductible.

Transportation for Interview	\$	Hotel for Interview / Physical	\$
Transportation for Physical	\$	Publications	\$
Resume Expenses	\$	Telephone Expenses	\$
Mailing/Copying Expenses	\$	Application Fees	\$

## Temporary Duty Expenses

Temporary Duty or Temporary Assignment away from your home base during 2015.

Number of Days on TDY		Three Letter Code of TDY City	
Number of days on TDY (2nd location)		Three Letter Code of 2nd TDY City	
Were you provided Housing?	Yes or No	Were you paid a Per Diem during your TDY?	Yes or No
Hotel/Housing Expense for TDY	\$	Utility Expense for TDY	\$
Local Transportation during TDY	\$	Local/LD Phone Usage during TDY	\$
Commuting Expense during TDY	\$	Purpose of TDY:	

## Training / Upgrade Expenses

(Expenses incurred for training at your base are not deductible)

Number of Days in Training		Three Letter Code of Training City	
Number of Days in Training (2nd location)		Three Letter Code of 2nd Training City	
Hotel/Housing Expense During Training	\$	Local/LD Phone Usage During Training	\$
Transportation Expense During Training	\$	Upgrade Training Expenses	\$

## Per Diem Deduction Information

<b>Per Diem You Were Paid</b>	<b>We must have the Non-Taxable Per Diem amount you were paid!</b> This amount may be found on your W-2 next to the letter "L", or on your last paystub of the year. If you can't locate it, contact your employer for this required amount.	<b>\$</b>
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**Provide Schedules for all months flown or complete the grid on the next page**

## Flight Schedules

Do not complete the following grid if you are providing your flight schedules or have completed the days flown section on the previous page. Please make sure that all information is complete below. We need Departure Date, Departure Time in the AM or PM, Layover City, Return Date and Return Time in AM or PM for each trip. Only fill in the "Return Date" for flights that take you back to your base. Do not list trips that you did not physically fly, i.e. paid sick leave or dropped trips. Do not include any turn arounds or same day trips.

Where were you based? \_\_\_\_\_ For what dates? \_\_\_\_\_ to \_\_\_\_\_.

New (if base changed) \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

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New (if base changed) \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

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