

PUBLIC SAFETY WORKSHEET

PROFESSIONAL FEES & DUES			UNIFORMS & MAINTENANCE	
Professional Organization Fees & Dues			Uniforms	
Union Dues			Alterations	
Professional Publications			Badges/ Patches	
Protective League Dues			Cleaning	
Other			Boots	
CONTINUING EDUCATION			Hats/Helmets	
Course Registration & Fees			Rain Gear	
Material & Supplies			Jackets	
*For travel costs see "Travel"			Belt/ Belt items	
Seminar Fees			Holsters	
Other:			Vests	
COMMUNICATION EXPENSES			Shoe Shine	
Cell phone usage			WEAPONS & AMMO	
Internet Usage			Guns	
Toll calls			Gun Cleaning Supplies	
Fax Charges			Ammunition	
Other:			Knives	
Other:			Qualification and Related Fees	
TRAVEL			Repairs	
Mileage Between Job Locations (not off duty)			Range Fees	
Mileage for Training			PROFESSIONAL/SAFETY TOOLS	
Mileage to court			Baton	
Mileage for Uniform Cleaning			Binoculars/ Scope	
Parking Fees			Flashlight/ Batteries	
OUT OF TOWN TRAVEL			Handcuffs	
Airfare for Out of Town Business Travel			Gear bag	
Mileage for Out of Town Business Travel			Liability Insurance	
Tolls			Gloves	
Car Rental			Day Timer/Organizers	
Other transportation (Taxi, Bus, etc)			First Aid Kit	
Parking Fees			Self Defense Classes/Expenses	
Lodging				
Laundry				
Tips (Bell Hop, Valet , etc..)				
Meals				
Other				
VEHICLE EXPENSES/ *NOT FOR OFF DUTY*				
Type and year of vehicle			Date first used for business	
Do you have another car for personal use?	Yes No	Miles driven for Business		mi.
Do you have evidence to support the use?	Yes No	Miles driven for personal use		mi.
Is this evidence written?	Yes No	Miles driven for commuting		mi.
Were you reimbursed for any vehicle use?	Yes No	Total miles driven in year		mi.

OFF DUTY WORKSHEET

VEHICLE EXPENSES		Vehicle 1		
Type and year of vehicle			Date first used for business	
Do you have another car for personal use?	Yes	No	Miles driven for Business	mi.
Do you have evidence to support the use?	Yes	No	Miles driven for personal use	mi.
Is this evidence written?	Yes	No	Miles driven for commuting	mi.
Were you reimbursed for any vehicle use?	Yes	No	Total miles driven in year	mi.
VEHICLE EXPENSES		Vehicle 2		
Type and year of vehicle			Date first used for business	
Do you have another car for personal use?	Yes	No	Miles driven for Business	mi.
Do you have evidence to support the use?	Yes	No	Miles driven for personal use	mi.
Is this evidence written?	Yes	No	Miles driven for commuting	mi.
Were you reimbursed for any vehicle use?	Yes	No	Total miles driven in year	mi.

List Off Duty Job by Company	Mileage to site	Times per year worked