

**CITY OF PHILADELPHIA
ALLOWABLE EMPLOYEE EXPENSE DOCUMENT**



TAX YEAR _____

**FILE WITH EMPLOYEE 4TH QUARTER ANNUAL RECONCILIATION FORM DUE
FEBRUARY 15TH OR WITH "FINAL RETURN" FILED UPON TERMINATION OF EMPLOYMENT**

NAME	DAYTIME TELEPHONE NUMBER
ADDRESS	SOCIAL SECURITY NUMBER
CITY STATE ZIP CODE	ACCOUNT NUMBER
NAME OF EMPLOYER	OCCUPATION
ADDRESS	TOTAL WAGES
CITY STATE ZIP CODE	FEDERAL IDENTIFICATION NUMBER

NOTE: EXPENSES FOR COMMUTING, EDUCATION, CLOTHING, TOOLS, UNION AND ASSOCIATION DUES, PENSION PAYMENTS AND SUBSCRIPTIONS ARE NOT DEDUCTIBLE.

1. Vehicle Expense (From Attached Federal No. 2106)	_____
2. Parking Fees, Tolls (From Attached Federal No. 2106)	_____
3. Travel Expenses While Away From Home (From attached Federal No. 2106)	_____
4. Meals And Entertainment (100%)	_____
5a. Other Business Expenses (Please Specify) _____	_____
5b. Total Of Other Expenses	_____
6. Total Allowable Expenses (Lines 1, 2, 3, 4, 5a, 5b)	_____
7. Less Reimbursements From Employer	_____
8. Net Allowable Employee Expenses (Lines 6 minus 7) (Enter on Line 2 of Annual Reconciliation Form 83-T-86Y)	_____

PER ORDINANCE ARTICLE III SECTION 304 "THE REVENUE COMMISSIONER IS CHARGED WITH THE RESPONSIBILITY OF MAKING PERIODIC EXAMINATIONS OF BOOKS, PAPERS, AND RECORDS...OR ANY TAX-PAYER SUBJECT TO THE CITY TAXES IN ORDER TO VERIFY THE ACCURACY OF ANY RETURN FILED." THUS, DOCUMENTATION SUPPORTING THE ABOVE EXPENSES MAY BE REQUESTED AT THE DISCRETION OF THE REVENUE DEPARTMENT.

OFFICIAL USE ONLY

Approved By _____ Date _____