

Crew Member's Name: \_\_\_\_\_ Tax Year: \_\_\_\_\_

**Flight Crew Per Diem Expenses**

If you have flown part of the year domestic, and part of the year international, please complete both the domestic and international sections of this form. There are substantial differences between domestic and international city allowances, and this is the reason we request you fill out both.

**Domestic Flying**

The per diem amount your employer pays you is substantially equal to the federally allowed rate for domestic cities. If you wish to take expenses over and above the amount that you are paid, you should be maintaining a log book. You only need a log book if you wish to take extra expenses.

- 1. How many months did you fly domestic? \_\_\_\_\_
- 2. Total of layover nights in 2011 \_\_\_\_\_

Please answer the following only if you are claiming excess expenses.

- 1. If you have kept a log book, what is the total for all expenses (meals, tips, laundry, telephone calls, etc.) paid in 2011? \_\_\_\_\_

\*UAL crew please note: please send us your year end summary of flying by month. It is an excellent analysis of your per diem allowance.

**International Flying**

The variances in federal allowances by city are substantial.

It is to your benefit to give us an accurate count of your flying by layover city.

\*UAL crew please note: please send us your year end summary of flying by month. It is an excellent analysis of your per diem allowance.

- 1. How many months did you fly international? \_\_\_\_\_
- 2. Please fill out the following grid for international flying.

# Layover Days	Layover City	# Layover Days	Layover City
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Also, please send your last pay stub of the year as it contains information which may assist us in preparing your return.**

**List the total amounts paid in 2011 for the following list of job related expenses (shown on the reverse side of this page) ON YOUR ORGANIZER**

**Note: If you DID NOT complete a Client Organizer, enter your job related expenses on the reverse side of this page. DO NOT enter them in both places.**

**(See Over)**

Crew Member's Name: \_\_\_\_\_ Tax Year: \_\_\_\_\_

**UNIFORMS**

Cleaning, Alterations & Repairs: \_\_\_\_\_  
 Gloves, Hat, Jacket & Overcoat: \_\_\_\_\_  
 Pants, Shirts & Blouses: \_\_\_\_\_  
 Shoes & Boots: \_\_\_\_\_  
 Belts, Ties & Scarf: \_\_\_\_\_  
 Emblems, Insignia & Wings: \_\_\_\_\_  
 Laundry & Dry Cleaning: \_\_\_\_\_  
 Other: \_\_\_\_\_

**PROFESSIONAL EXPENSES**

Bidding, Software & Fees: \_\_\_\_\_  
 Books, Manuals & Tapes: \_\_\_\_\_  
 Business Cards: \_\_\_\_\_  
 Business Phone Calls: \_\_\_\_\_  
 Internet: \_\_\_\_\_  
 FAA Medical Exam: \_\_\_\_\_  
 Language Lessons: \_\_\_\_\_  
 Licenses: \_\_\_\_\_  
 Passport, Photo & Visa: \_\_\_\_\_  
 Professional Dues: \_\_\_\_\_  
 Subscriptions & Publications: \_\_\_\_\_  
 Training Expense: \_\_\_\_\_  
 Trip Trade Fees: \_\_\_\_\_  
 Union Dues & Assessments: \_\_\_\_\_  
 Union Officer/Committee: \_\_\_\_\_  
 FAA Physical (Pilots Only): \_\_\_\_\_  
 Airmen's Certificate (Pilots Only): \_\_\_\_\_  
 Other: \_\_\_\_\_

**EQUIPMENT**

Alarm Clock, Calculators: \_\_\_\_\_  
 Cockpit & Jet Bridge Keys: \_\_\_\_\_  
 Flight Bag & Kit Bag: \_\_\_\_\_  
 Ear Piece/Protectors: \_\_\_\_\_  
 Luggage & Garment Bag: \_\_\_\_\_  
 Log Book, Maps & Charts: \_\_\_\_\_  
 Flashlight, Headset, batteries: \_\_\_\_\_  
 Name Tags & Sunglasses: \_\_\_\_\_  
 Translators: \_\_\_\_\_  
 Voltage Converter: \_\_\_\_\_  
 Watch & Batteries: \_\_\_\_\_  
 Computer & Office Equipment  
 (printer, fax machine, etc.) \_\_\_\_\_  
 Other: \_\_\_\_\_

**MILEAGE**

FAA Physical: \_\_\_\_\_ Miles  
 Company Physical: \_\_\_\_\_ Miles  
 Training: \_\_\_\_\_ Miles  
 Other: \_\_\_\_\_ Miles

**TELEPHONE**

Cell Phone Fees: \_\_\_\_\_  
 Internet Provider/Access Fees \_\_\_\_\_  
 Second Line: \_\_\_\_\_  
 Fax Line: \_\_\_\_\_  
 Other: \_\_\_\_\_  
 Other: \_\_\_\_\_

Please complete the following section only if you purchased the items during 2011.  
 The IRS requires that you maintain a log book of your business & personal usage of such items.  
 For example, a computer purchased for bidding and trip trades might also be used by your children  
 for homework and computer games. Please indicate the business use percentage only.

	<u>Purchase Date</u>	<u>Purchase Price</u>	<u>% of Business Use</u>
Computer / Laptop	_____	_____	_____
Cell Phone/PDA:	_____	_____	_____
Printers, etc.:	_____	_____	_____
Other:	_____	_____	_____

**Also, please send your last pay stub of the year as it contains information which may assist us in preparing your return.**

If you have any other expenses related to flying, please list them below.

**Please contact us if you have any questions related to the deductibility of any of the items listed above.**