

HOME OFFICE EXPENSE REIMBURSEMENT FORM

TO: _____
(Name of Entity)

FROM: _____
(Your Name)

RE: REQUEST FOR REIMBURSEMENT OF EXPENSES

During the month / quarter / calendar year (circle one) of _____, I, the undersigned, incurred the following expenses for usual and ordinary maintenance of an office in my residence for such business purposes as previously approved and authorized by the entity. I elect to use the Regular Method / Simplified Method (circle one) for this period. The expenses are as follows:

Regular Method (using actual expenses)	Simplified Method
Electric \$ _____	<p>The Simplified Method allowed by the IRS provides that you may take the square footage of your home that is used for business (up to a maximum of 300 sq. ft) and multiply that by a standard \$5 per sq. ft. to determine your home business deduction.</p> <p>The deduction cannot exceed the gross income from the business use of your home minus the business expenses.</p> <p>The amount in excess of the above gross income limitation may not be carried over. Also, you may not claim any losses carried over from using the regular method in the prior year.</p>
Gas \$ _____	
Water \$ _____	
Sewer \$ _____	
Trash \$ _____	
Cleaning \$ _____	
Repair/Maintenance \$ _____	
Insurance:	
Homeowners \$ _____	
Renters \$ _____	
PMI \$ _____	
Security \$ _____	
HOA Fees \$ _____	_____ x \$5 = \$ _____
Pest Control \$ _____	(Bus. Use sq. ft.) (Deduction)
TOTAL \$ _____	<p>To obtain the Business Use %, take:</p> <p style="margin-left: 20px;">_____ Business Use sq. ft.</p> <p style="margin-left: 20px;">_____ Divide by Total House sq. ft.</p> <p style="margin-left: 20px;">_____ = Business Use %</p>
x Business Use % _____%	
= Reimbursement \$ _____	

Dated: _____, _____

Signature