

Incidental Expenses for Merchant Seaman

Incidental Expenses include, but are not limited to your costs for the following items; laundry, cleaning and pressing of clothing, and fees and tips for persons who provide services, such as porter and baggage carriers. Incidental expenses may also include hygiene products, bottled water and personal grooming services.

Job related travel & business expenses calls are also deductible. These may include mileage, taxi fare, airfare, lodging, unreimbursed meals, required uniforms & safety gear, professional dues, and any other job related expenses not reimbursed by your employer. These expenses are all in addition to incidental expenses.

If you have incidental, travel, & business expenses, then you must keep records that show the details of the following elements:

Time – Dates you left and returned for each trip and number of days spent on business.

Place – Destination or area of your travel (name of city, town, or other designation.)

Amount – Record in the handwritten Contemporaneous Log the amount of each separate expense then total in categories. For any expense incurred costing \$100.00 or more you **must** provide a receipt. In lieu of the actual amount of incidental expenses, you may use the Incidental Portion of the Federal M&IE per diem, plus all other travel and business expenses. Receipts are required for all business lodging expenses.

The Incidental Portion of the Federal M&IE per diem is \$3 per day for CONUS travel and 20% of the allowable M&IE per diem for OCONUS travel.

M&IE: Meals & Incidental Expenses.

CONUS: Continental United States

OCONUS: Outside the Continental United States

For incidental expenses, please circle your choice of the following options. Date and sign below.

1. I would like TeamTax. to use the Incidental Portion of the federal M&IE to calculate my expenses. I have provided a voyage schedule or ship's log documenting the port calls for each of the vessels upon which I worked. I have also provided additional information for other travel & business expenses.
2. I have provided TeamTax with the amount of all my travel, business, & incidental expenses and I have adequate substantiation as described above.

SIGNATURE: _____

DATE: _____

MERCHANT MARINER JOB EXPENSES

NAME: _____ PHONE: _____ TAX YEAR: _____

- ANNUAL UNION DUES \$ _____
- OTHER DUES (VACATION DUES, WORKING DUES) \$ _____
- UNIFORMS (USED ONLY IN EMPLOYMENT) \$ _____
- UNIFORM CLEANING WHILE AT SEA \$ _____
- MERCHANT MARINER PUBLICATIONS \$ _____
- SAFETY EQUIPMENT, TOOLS, ETC. \$ _____
- REQUIRED UNREIMBURSED MEDICAL EXAMS \$ _____
- REQUIRED LICENSE RENEWAL FEES \$ _____
- REQUIRED PASSPORTS & VISAS \$ _____
- COMPUTER USED FOR WORK (EXPLAIN HOW USED) \$ _____
- SOFTWARE USED FOR WORK (LIST ON BACK) \$ _____
- HARDWARE USED FOR WORK (LIST ON BACK) \$ _____
- CELL PHONE NEEDED FOR ASSIGNMENT CALLS \$ _____
- PHONE CARDS/CALLS WHEN AWAY FROM HOME \$ _____
- TAXI, BUS FARE, RENTAL CAR (FROM BASE) \$ _____

JOB SEARCH EXPENSES:

CITY AND STATE	DAYS	MEALS	HOTELS	BUS/TAXI/AIR	RENTAL CAR	MILEAGE***

MILEAGE IS ONLY IF YOU USED YOUR PERSONAL CAR. NOT FOR RENTAL CARS. *

TRAVELING TO MEET SHIPS:

CITY AND STATE	DAYS	MEALS	HOTELS	BUS/TAXI/AIR	RENTAL CAR	MILEAGE***

MILEAGE IS ONLY IF YOU USED YOUR PERSONAL CAR. NOT FOR RENTAL CARS. *

CONTINUING EDUCATION TRAVEL EXPENSES OR REQUIRED LICENSING TRAVEL EXPENSES:

CITY AND STATE	DAYS	MEALS	HOTELS	BUS/TAXI/AIR	RENTAL CAR	MILEAGE***

MILEAGE IS ONLY IF YOU USED YOUR PERSONAL CAR. NOT FOR RENTAL CARS. *

TUITION \$ _____ BOOKS/SUPPLIES \$ _____ 1099 REIMBURSEMENT \$ _____

PLEASE BE CERTAIN TO INCLUDE COPIES OF YOUR CERTIFICATES OF DISCHARGE AS WELL AS COPIES OF THE SHIP'S SCHEDULE.

IF YOU HAVE ANY QUESTIONS PLEASE FEEL FREE TO CALL US **951.308.6444**
OR EMAIL US jeff@teamtax.com

Merchant Marine Contemporaneous Log

Tax court case 2000-115 and revenue procedure 2000-39 allow merchant marines the right to incidental deductions. Most agents are now aware of these tax court cases and the auditors are more familiar with the documentation required. A merchant mariner may claim \$3.00 per day or 20% of the foreign rate if he/she does not wish to keep any sort of documentation **OR** a Mariner may claim actual expenses via a log book.

For your convenience, we have included a link to the contemporaneous log on our web site. Please feel free to download and fill in the amount you spend on any business item in the appropriate columns daily. If you have purchased an item over \$100.00, please attach a copy of the receipt with an explanation as to percentage of business use and purpose to the back of the form.

It is important to have a contemporaneous log filled out. You may use our form or you may purchase a small log book from any of the dollar stores. The Internal Revenue Service has stated that it will honor any return as long as these logs are kept in a timely fashion. (You can fill them out at the end of every week.)

Contemporaneous logs also lessen the possibility of IRS issues and are required for nearly all audits.

Please give us your log with all of your other tax information each year. This will ensure that your deductions are optimized and that you receive the highest refund available. Remember it's your money.