



Executives and Business Professionals

Professional Fees & Dues

Association Dues
 Credentials
 License
 Professional Associations
 Union Dues
 Other: _____

Continuing Education

Correspondence Course Fees
 Course Registration
 Lab Fees
 Materials & Supplies
 Photocopy Expense
 Reference Material
 Research Expenses
 Seminar Fees
 Textbooks
 Other: _____

Telephone Expenses

FAX Transmissions
 Paging Service
 Toll, Cellular, and Pay Calls
 Other: _____

Auto Travel (In miles)

Between Jobs or Locations
 Client Meetings
 Continuing Education
 Job Seeking
 Out of Town Business Trips
 Purchasing Job Supplies & Materials
 Professional Society Meetings
 Parking Fees and Tolls (\$)
 Other: _____

Miscellaneous Expenses

Supplies & Expenses

Briefcase
 Business Meals (enter 100% of expenses)
 Business Cards
 Clerical Service
 Computer Software
 Computer Supplies
 Customer Lists
 Entertainment (enter 100% of expense)
 Equipment Repair
 FAX Supplies
 Gifts & Greeting Cards
 On-Line Charges
 Legal & Professional Services
 Office Expenses
 Photocopy Expenses
 Postage
 Shipping
 Stationery
 Technical Publications
 Other: _____

Equipment Purchases

Cellular Phone
 FAX Machine, Calculator, and Copier
 Pager, Recorder, and Phone
 Computers and Printers
 Modems and computer peripherals
 Other: _____

Travel - Out of Town

Airfare
 Car Rental, Taxi, Bus, Train, and Subway
 Parking and Tolls
 Lodging (do not combine with meals)
 Meals (do not combine with lodging)

Liability Insurance - Business
Subscriptions
Resume`

Porter, Bell Captain, and Laundry

Telephone Calls (including home)

Other:-----

