

Executives and Business Professionals

Professional Fees and 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

Liability Insurance – Business
 Subscriptions
 Resume

Supplies & Expenses

Briefcase
 Business Meals (100% of expenses)
 Business Cards
 Clerical Service
 Computer Software
 Computer Supplies
 Customer Lists
 Entertainment (100% of expense)
 Equipment Repair
 FAX Supplies
 Gifts & Greeting Cards
 On-Line Charges
 Legal & Professional Services
 Office Expenses
 Photocopy expenses
 Postage
 Shipping
 Stationary
 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)
 Porter, Bell Captain, and Laundry
 Telephone Calls (including home)
 Other: _____