

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

Liability Insurance - Business _____
 Subscriptions _____
 Resume _____

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) _____
 Porter, Bell Captain, and Laundry _____
 Telephone Calls (including home) _____
 Other: _____