

Teachers and Education Professionals

Professional Fees & Dues

Alumni Dues
 Association Dues
 Credentials
 Parent Teacher Groups
 School and Union Dues
 Other: _____

Continuing Education

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

Telephone Expenses

FAX Transmissions
 Pager
 Toll Calls
 Cellular Charges
 Other: _____

Auto Travel (In miles)

Away from Home Overnight
 Between Jobs or Job Locations
 Continuing Education
 Field Trips
 Library Trips
 Meetings
 Purchasing Job Supplies & Materials
 Professional Society Meetings
 School Functions
 Seminars
 Parking Fees and Tolls (\$)
 Other: _____

Travel - Out of Town

Airfare
 Car Rental
 Parking
 Taxi and Train
 Bus & Subway
 Lodging (do not combine with meals)
 Meals (do not combine with lodging)
 Porter, Bell Captain
 Laundry
 Bridge & Highway Tolls
 Telephone Calls (including home)
 Other: _____

Classroom Supplies

Arts & Crafts Materials
 Audio Visual Rentals
 Audio Visual Supplies
 Books and Music
 Classroom Decorations
 Computer Software
 Film & Processing
 Grading Expenses
 On-Line Services
 Computers and Printers
 Newspapers and Magazines
 Paper, Stationary, and Printing
 Party Supplies
 Photocopy Expense
 Records, Tapes, etc.
 Student Prizes & Awards
 Trophies
 Visual Aids
 Video Tapes
 Other: _____

Miscellaneous Expenses

Liability Insurance - Business
 Periodicals
 Professional Subscriptions
 Resume`
