

Executives and Business Professionals

Professional Fees & Dues		Supplies & Expenses	
Association Dues		Briefcase	
Credentials		Business Meals (enter 100% of expenses)	
License		Business Cards	
Professional Associations		Clerical Service	
Union Dues		Computer Software	
Other: _____		Computer Supplies	
Continuing Education		Customer Lists	
Correspondence Course Fees		Entertainment (enter 100% of expense)	
Course Registration		Equipment Repair	
Lab Fees		FAX Supplies	
Materials & Supplies		Gifts & Greeting Cards	
Photocopy Expense		On-Line Charges	
Reference Material		Legal & Professional Services	
Research Expenses		Office Expenses	
Seminar Fees		Photocopy Expenses	
Textbooks		Postage	
Other: _____		Shipping	
Telephone Expenses		Stationery	
Office phone		Technical Publications	
Fax Service		Other: _____	
Cellphone / Business use personal phone		Equipment Purchases	
Other: _____		Cellular Phone	
Auto Travel (In miles)		FAX Machine, Calculator, and Copier	
Between Jobs or Locations		Pager, Recorder, and Phone	
Client Meetings		Computers and Printers	
Continuing Education		Modems and computer peripherals	
Job Seeking		Other: _____	
Out of Town Business Trips		Travel - Out of Town	
Purchasing Job Supplies & Materials		Airfare	
Professional Society Meetings		Car Rental, Taxi, Bus, Train, and Subway	
Parking Fees and Tolls (\$)		Parking and Tolls	
Other: _____		Lodging (do not combine with meals)	
Miscellaneous Expenses		Meals (do not combine with lodging)	
Liability Insurance - Business		Porter, Bell Captain, and Laundry	
Subscriptions		Telephone Calls (including home)	
Resume`		Other: _____	