



### BUSINESS PROFESSIONALS

Professional Fees & Dues	
Alumni Dues	
Association Dues	
Club Dues	
Credentials	
License	
Professional Associations	
Union Dues	
Other:	

Continuing Education	
Correspondence Course Fees	
Course Registration	
Lab Fees	
Materials & Supplies	
Photocopy Expenses	
Reference Materials	
Research Expenses	
Seminar Fees	
Textbooks	
Transcripts	
Tuition	
Other:	

Equipment Purchases	
Answering Machine	
Calculator	
Copy Machine	
Fax Machine	
Recorder	
Telephone	
Other:	

Auto Travel	
Between Job or Job Locations (miles)	
Client Meetings (miles)	
Continuing Education (miles)	
Job Seeking (miles)	
Out-of-Town Business Trips (miles)	
Parking Fees	
Professional Society Meetings (miles)	
Purchasing Job Supplies & Materials (miles)	
Toll Fees	
Other:	

Out-Of-Town Travel	
Airfare	
Bridge & Highway Tolls	
Car Rental	
Gratuity	
Laundry	
Lodging (not including meals)	
Meals	
Parking	
Telephone Calls (including home)	
Transportation	
Other:	

Supplies & Expenses	
Briefcase	
Business Cards	
Business Gifts	
Business Meals (100% of expense)	
Clerical Service	
Computer Software	
Computer Supplies	
Dry Cleaning/Alterations	
Entertainment (100% of expense)	
Equipment Repair	
Fax Supplies	
Legal & Professional Services	
Marketing	
Office Expenses	
Photocopy Expenses	
Postage & Shipping	
Stationary	
Technical Publications	
Other:	

Telephone	
Cellular	
Fax Machine	
Internet Expenses	
Toll Calls	
Other:	

Miscellaneous Expenses	
Liability Insurance – Business	
Resume – Job Seeking	
Subscriptions	
Other:	