



Real Estate

Auto Travel

Client Meetings (mile)	
Continuing Education (mile)	
Escrow & Loan Office Trips (mile)	
Out-of-Town Business Trips (mile)	
Parking Fees	
Showing Property (mile)	
Tolls	
Other	

Travel - Out of Town

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

Professional Fees and Dues

Association Dues	
Chamber of Commerce	
License	
M.L.S. fees	
Realty Board	
Other:	

Telephone Expenses

Fax Transmission	
Cellular Service	
Paging Service	
Internet Expenses	
Toll Calls	
Other:	

Continuing Education

Correspondence Course Fees	
Material, Supplies and Textbooks	
Seminar Fees	
Other:	

Supplies and Expenses

Advertising, Signs, Flags and Banners	
Appraisal Fees	
Attorney Fees	
Bank Charges	
Briefcase	
Business Cards	
Business Meals (enter 100% of Expenses)	
Clerical Service	
Computer Software and Supplies	
Courier Service	
Entertainment (enter 100% of Expenses)	
Equipment Repair	
Expenses	
Fax Supplies	
Film and Processing	
Finders Fees	
Gifts and Flowers	
Greeting Cards	
Insurance- Errors and Omissions Liability	
Legal and Professional Services	
Lock Boxes, Key and Locksmith	
Map Books	
Multiple Listing Service	
Office Expenses	
Open House Expenses	
Photocopy Expenses	
Postage	
Referral Service	
Rent	
Repairs to Sell Listing Property	
Shipping	
Stationary	
Other:	

Equipment Purchases

Answering Machine	
Calculator	
Camera	
Computer Equipment	
Copy Machine	
Fax Machine	
Recorder	
Telephone	
Other:	