



BUSINESS PROFESSIONALS

Professional Fess & Dues:	
Alumni Dues	
Association Dues	
Credentials	
License	
School Dues	
Union Dues	
Other:	
Other:	

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

Out of Town Travel:	
Airfare	
Bridge & Highway Tolls	
Bus, Subway, Taxi & Train	
Car Rental	
Laundry	
Lodging (do not combine with meal)	
Meals (don not combine with lodging)	
Porter, Bell Captain	
Parking	
Telephone Calls (including home)	
Other:	

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

Telephone Expenses:	
Fax Transmissions	
Cellular Phone	
Internet Expenses	
Other:	

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

SUPPLIES & Expenses:	
Briefcase	
Business Meals (enter 100% of expense)	
Business Cards	
Clerical Service	
Computer Software	
Computer Supplies	
Marketing	
Entertainment (enter 100% of expense)	
Equipment Repair	
Fax Supplies	
Gifts	
Greeting Cards	
Legal & Professional Services	
Office Expenses	
Photocopy Expenses	
Postage	
Shipping	
Stationery	
Technical Publications	
Other:	

Miscellaneous Expenses:	
Liability Insurance - Business	
Periodicals	
Résumé - Job Seeking	
Other:	