

# Executives and Business Professionals

## *Professional Fees & Dues*

Association Dues	
Credentials	
License	
Professional Associations	
Union Dues	
Other: _____	

## *Continuing Education*

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

## *Telephone Expenses*

FAX Transmissions	
Paging Service	
Toll, Cellular, and Pay Calls	
Other: _____	

## *Auto Travel (In miles)*

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

## *Miscellaneous Expenses*

Liability Insurance - Business	
Subscriptions	
Resume`	

## *Supplies & Expenses*

Briefcase	
Business Meals (enter 100% of expenses)	
Business Cards	
Clerical Service	
Computer Software	
Computer Supplies	
Customer Lists	
Entertainment (enter 100% of expense)	
Equipment Repair	
FAX Supplies	
Gifts & Greeting Cards	
On-Line Charges	
Legal & Professional Services	
Office Expenses	
Photocopy Expenses	
Postage	
Shipping	
Stationery	
Technical Publications	
Other: _____	

## *Equipment Purchases*

Cellular Phone	
FAX Machine, Calculator, and Copier	
Pager, Recorder, and Phone	
Computers and Printers	
Modems and computer peripherals	
Other: _____	

## *Travel - Out of Town*

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