

Writers

Professional Fees & Dues

Association Dues	
Credentials	
License	
Professional Associations	
Union Dues	
Other:	

Continuing Education

Correspondence Course Fees	
College Courses	
Courses Registration	
Materials & Supplies	
Photocopy Expense	
Reference Material	
Books Purchased for Research	
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 & Publisher Meetings	
Continuing Education	
Job Seeking	
Out of Town Business Trips	
Purchasing Job Supplies & Professional Society Meetings	
Parking Fees and Tolls (\$)	
Other:	

Miscellaneous Expenses

Liability Insurance - Business	
Subscriptions	
Resume`	

Supplies & Expenses

Briefcase	
Business Meals (enter 100% of	
Business Cards	
Clerical Service	
Computer Software	
Computer Supplies	
Customer Lists	
Entertainment (enter 100% of	
Equipment Repair	
FAX Supplies	
Gifts & Greeting Cards	
On-Line Charges	
Legal & Professional Services	
Office Expenses	
Photocopy Expenses	
Postage & Shipping	
DVDs, Films & Videos for	
Stationery	
Website Development & Hosting	
Other:	

Equipment Purchases

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

Travel - Out of Town

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