

## Executives and Business Professionals

<i>Professional Fees &amp; Dues</i>		<i>Supplies &amp; Expenses</i>
Association Dues		Laptop/Tablet/Briefcase
Credentials		Business Meals (enter 100% of expenses)
License		Business Cards
Professional Associations		Clerical Service
Union Dues		Computer Software
Other: _____		Computer Supplies
<b><i>Continuing Education</i></b>		Customer Lists
Course Fees		Entertainment (enter 100% of expense)
Course Registration		Equipment Repair
Lab Fees		FAX Supplies
Materials & Supplies		Gifts & Greeting Cards
Photocopy Expense		Legal & Professional Services
Reference Material		Office Expenses
Research Expenses		On-Line Charges
Seminar Fees		Photocopy Expenses
Textbooks		Postage
Other: _____		Shipping
<b><i>Communication Expenses</i></b>		Stationery
Cellular and Data Services		Technical Publications
Land Line		Other: _____
On Line Communications		<b><i>Equipment Purchases</i></b>
Other: _____		Cellular and Smart Phone
<b><i>Auto Travel (In miles)</i></b>		Computers and Laptops
Between Jobs or Locations		Computer Peripherals
Client Meetings		Office Fax, Copiers and Printers
Continuing Professional Education		Tablets & E-Readers
Job Seeking		Other: _____
Out of Town Business Trips		<b><i>Travel - Out of Town</i></b>
Purchasing Supplies & Materials		Airfare
Professional Society Meetings		Car Rental & Ground Transportation
Parking Fees and Tolls (\$)		Parking and Tolls
Other: _____		Lodging (do not combine with meals)
<b><i>Miscellaneous Expenses</i></b>		Meals (do not combine with lodging)
Liability Insurance - Business		Communications & Wi-Fi Access
Resume`		Porter, Bell Captain, and Laundry
Subscriptions		Other: _____

