

# Computer & High-Tech Professionals

## *Professional Fees & Dues*

## *Supplies & Expenses*

Association Dues & License		Briefcase & Laptop case	
Credentials		Business Meals (enter 100% of expenses)	
Professional Associations		Clerical & Bookkeeping Service	
Other: _____		Client Gifts & Greeting Cards	
<b><i>Continuing Education</i></b>		Computer Software & Supplies	
Course Registration & Fees		Customer Lists & Database costs	
Documentation		Development costs	
Materials & Supplies		Entertainment (enter 100% of expense)	
Photocopy Expense		Equipment Repair	
Reference Material		Internet & On Line charges	
Research Expenses		Legal & Professional Services	
Seminar Fees		Networking expenses	
Textbooks		Office, Stationary & Fax Supplies	
Other: _____		Postage & Shipping	
<b><i>Communication Expenses</i></b>		Sub-contractor labor	
Cellular and Data Services		Technical Publications (Documentation)	
Land Line		Website development costs	
On Line Communications		Other: _____	
Other: _____		<b><i>Equipment Purchases</i></b>	
<b><i>Auto Travel (In miles)</i></b>		Cellular & Smart Phones	
Between Jobs or Locations		Computers & Laptops	
Client Meetings		Computer Peripherals	
Continuing Education		Office Fax, Copiers and Printers	
Job Seeking		Tablets & E-Readers	
Out of Town Business Trips		Other: _____	
Purchasing Supplies & Materials		<b><i>Travel - Out of Town</i></b>	
Professional Society Meetings		Airfare	
Parking Fees and Tolls (\$)		Car Rental & Ground transportation	
Other: _____		Parking and Tolls	
<b><i>Miscellaneous Expenses</i></b>		Lodging (do not combine with meals)	
Domain name registration fees		Meals (do not combine with lodging)	
Liability Insurance - Business		Communications & Wi-Fi Access	
Subscriptions		Other: _____	