

Executives and Business Professionals

<i>Professional Fees & Dues</i>		<i>Supplies & 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
<i>Continuing Education</i>		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
<i>Communication Expenses</i>		Stationery
Cellular and Data Services	_____	Technical Publications
Land Line	_____	Other: _____
On Line Communications	_____	<i>Equipment Purchases</i>
Other: _____	_____	Cellular and Smart Phone
<i>Auto Travel (In miles)</i>		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	_____	<i>Travel - Out of Town</i>
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)
<i>Miscellaneous Expenses</i>		Meals (do not combine with lodging)
Liability Insurance - Business	_____	Communications & Wi-Fi Access
Resume`	_____	Porter, Bell Captain, and Laundry
Subscriptions	_____	Other: _____