

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	
Continuing Education		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	
Communication Expenses		Sub-contractor labor	
Cellular and Data Services		Technical Publications (Documentation)	
Land Line		Website development costs	
On Line Communications		Other: _____	
Other: _____		Equipment Purchases	
Auto Travel (In miles)		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		Travel - Out of Town	
Professional Society Meetings		Airfare	
Parking Fees and Tolls (\$)		Car Rental & Ground transportation	
Other: _____		Parking and Tolls	
Miscellaneous Expenses		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: _____	