

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: _____	