|  |
| --- |
| **Executive and Business Professionals** |
| All deductions must be out-of-pocket expenses that are NOT reimbursed by your employer. |
| **Professional Fees & Dues** | **Supplies & Expenses** |
| Association Dues |  | Briefcase |  |
| Credentials |  | Business Cards |  |
| License |  | Business Meals |  |
| Professional Associations |  | Clerical Service |  |
| Union Dues |  | Computer Software |  |
| Other:  |  | Computer Supplies |  |
| **Continuing Education** | Customer Lists |  |
| Course Fees |  | Entertainment |  |
| Course Registration |  | Equipment Repair |  |
| Lab Fees |  | FAX Supplies |  |
| Materials & Supplies |  | Gifts & Greetings Cards |  |
| Photocopy Expense |  | Legal & Professional Services |  |
| Reference Materials |  | Office Expenses |  |
| Research Expenses |  | On-Line Charges |  |
| Seminar Fees |  | Photocopy Expense |  |
| Textbooks |  | Postage |  |
| Other:  |  | Shipping |  |
| **Telephone Expenses** | Stationary |  |
| Cell Phone |  | Technical Publications |  |
| FAX Transmissions |  | Other:  |  |
| Toll Calls |  | **Equipment Purchases** |
| Other:  |  | Cell Phone |  |
| **Auto Travel (In Miles)** | Computers & Printers |  |
| Between Jobs or Job Locations |  | FAX Machine, Calculator, Copier |  |
| Client Meetings |  | Modems & computer peripherals |  |
| Continuing Education |  | Pager, Recorder, Phone |  |
| Job Seeking |  | Other:  |  |
| Out of Town Business Trips |  | **Travel - Out of Town** |
| Parking Fees & Tolls ($) |  | Airfare |  |
| Professional Society Meetings |  | Car Rental, Taxi, Bus, Train, etc |  |
| Purchasing Job Supplies & Materials |  | Lodging |  |
| Other:  |  | Meals |  |
| **Miscellaneous Expenses** | Parking & Tolls |  |
| Liability Insurance - Business |  | Porter, Bell Captain & Laundry |  |
| Subsriptions |  | Telephone Calls |  |
| Resume |  | Other:  |  |