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| **Computer and High-Tech Professionals** |
| All deductions must be out-of-pocket expenses that are NOT reimbursed by your employer. |
| **Professional Fees & Dues** | **Supplies & Expenses** |
| Association Dues |  | Briefcase & Laptop Case |  |
| Credentials |  | Business Cards |  |
| License |  | Business Meals |  |
| Professional Associations |  | Clerical & Bookkeeping Service |  |
| Other:  |  | Client Gifts & Greetings Cards |  |
| **Continuing Education** | Computer Software |  |
| Correspondence Course Fees |  | Computer Supplies |  |
| Course Registration |  | Customer Lists & Database Costs |  |
| Documentation |  | Devlopment Costs |  |
| Materials & Supplies |  | Entertainment |  |
| Photocopy Expense |  | Equipment Repair |  |
| Reference Materials |  | ISP & Internet Access |  |
| Research Expenses |  | Legal & Professional Services |  |
| Seminar Fees |  | Network Expenses |  |
| Textbooks |  | Office, Stationary & Fax Supplies |  |
| Other:  |  | Postage & Shipping |  |
| **Telephone Expenses** | Sub-contractor Labor |  |
| Cellular & Paging Service |  | Technical Publications |  |
| FAX Transmissions |  | Website Development Costs |  |
| Internet Access (cable, DSL, etc) | Other:  |  |
| Other:  |  | **Equipment Purchases** |
| **Auto Travel (In Miles)** | Desktop Computers & Printers |  |
| Between Jobs or Locations |  | FAX Machine, Palm Pilot, Copier |  |
| Client Meetings |  | Modems & computer peripherals |  |
| Continuing Education |  | Notebook Computer |  |
| Job Seeking |  | Pager, Personal Ass.t, Cell Phone |  |
| Out of Town Business Trips |  | Other:  |  |
| Parking Fees and Tolls ($) |  | **Travel - Out of Town** |
| Professional Society Meetings |  | Airfare |  |
| Purchasing Job Supplies & Materials |  | Car Rental, Taxi, Bus, Train, etc |  |
| Other:  |  | Lodging |  |
| **Miscellaneous Expenses** | Meals |  |
| Domain name registration fees |  | Parking & Tolls |  |
| Liability Insurance - Business |  | Porter, Bell Captain & Laundry |  |
| Resume |  | Telephone Calls |
| Subsriptions |  | Other:  |  |