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| **Attorneys** |
| All deductions must be out-of-pocket expenses that are NOT reimbursed by your employer. |
| **Professional Fees & Dues** | **Supplies & Expenses** |
| Association Dues |  | Accounting & Professional Services |  |
| Credentials |  | Briefcase & Business Cards |  |
| License |  | Business Meals |  |
| Professional Associations |  | Clerical Service & Paralegal |  |
| Union Dues |  | Computer Software |  |
| Other:  |  | Computer Supplies |  |
| **Continuing Education** | Entertainment |  |
| Correspondence Course Fees |  | Equipment Repair |  |
| Course Registration |  | FAX Supplies |  |
| Continuing Professional Education |  | Filing Fees |  |
| Materials & Supplies |  | Firm Meetings |  |
| Photocopy Expense |  | Gifts & Greetings Cards |  |
| Reference Materials |  | Library & Research Costs |  |
| Research Expenses |  | Marketing & Practice Development |  |
| Seminar Fees |  | Office & Stationary Expenses |  |
| Textbooks |  | On-Line Charges |  |
| Other:  |  | Photocopy Expense |  |
| **Telephone Expenses** | Postage & Shipping |  |
| Cellular, Toll and Pay Calls |  | Technical Publications |  |
| FAX Transmissions |  | Other:  |  |
| Paging Service |  | **Equipment Purchases** |
| Other:  |  | Cell Phone |  |
| **Auto Travel (In Miles)** | Computers & Printers |  |
| Court Appearances |  | FAX Machine, Calculator, Copier |  |
| Client Meetings |  | Modems & computer peripherals |  |
| Continuing Professional Education |  | Pager, Recorder, Phone |  |
| Out of Town Business Trips |  | Other:  |  |
| Parking Fees and Tolls ($) |  | **Travel - Out of Town** |
| Pracice Development |  | 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:  |  |