Attorneys, Accountants and Other Professionals

Professional Fees & Dues

Association Dues
Credentials
License
Professional Associations
Union Dues
Other:_____

Continuing Education

Correspondence Course Fees
Course Registration
Continuing Professional Education
Materials & Supplies
Photocopy Expense
Reference Material
Research Expenses
Seminar Fees
Textbooks
Other:_____

Telephone Expenses

FAX Transmissions
Paging Service
Toll, Cellular, and Pay Calls
Other:_____

Auto Travel (In miles)

Court Appearances
Client Meetings
Continuing Professional Education
Practice Development
Out of Town Business Trips
Purchasing Job Supplies & Materials
Professional Society Meetings
Parking Fees and Tolls ($)
Other:_____

Miscellaneous Expenses

Liability Insurance - Business
Subscriptions
Resume`

Supplies & Expenses

Briefcase & Business Cards
Business Meals (enter 100% of expenses)
Filing Fees
Clerical Service & Paralegal
Computer Software & Supplies
Computer Supplies
Firm Meetings
Entertainment (enter 100% of expense)
Equipment Repair
FAX Supplies
Gifts & Greeting Cards
Lexus/Nexus & other On-Line Charges
Accounting & Professional Services
Office & Stationary Expenses
Photocopy Expenses
Postage & Shipping
Library & Research Costs
Marketing & Practice Development
Technical Publications
Other:_____

Equipment Purchases

Cellular Phone
FAX Machine, Calculator, and Copier
Pager, Recorder, and Phone
Computers and Printers
Modems and computer peripherals
Other:_____

Travel - Out of Town

Airfare
Car Rental, Taxi, Bus, Train, and Subway
Parking and Tolls
Lodging (do not combine with meals)
Meals (enter 100% of expense)
Porter, Maid, and Laundry
Telephone Calls (including home)
Other:_____