

# Executives and Business Professionals

<i><b>Professional Fees &amp; Dues</b></i>		<i><b>Supplies &amp; Expenses</b></i>	
Association Dues		Briefcase	
Credentials		Business Meals (enter 100% of expenses)	
License		Business Cards	
Professional Associations		Clerical Service	
Union Dues		Computer Software	
Other: _____		Computer Supplies	
<i><b>Continuing Education</b></i>		Customer Lists	
Correspondence Course Fees		Entertainment (enter 100% of expense)	
Course Registration		Equipment Repair	
Lab Fees		FAX Supplies	
Materials & Supplies		Gifts & Greeting Cards	
Photocopy Expense		On-Line Charges	
Reference Material		Legal & Professional Services	
Research Expenses		Office Expenses	
Seminar Fees		Photocopy Expenses	
Textbooks		Postage	
Other: _____		Shipping	
<i><b>Telephone Expenses</b></i>		Stationery	
FAX Transmissions		Technical Publications	
Paging Service		Other: _____	
Toll, Cellular, and Pay Calls		<i><b>Equipment Purchases</b></i>	
Other: _____		Cellular Phone	
<i><b>Auto Travel (In miles)</b></i>		FAX Machine, Calculator, and Copier	
Between Jobs or Locations		Pager, Recorder, and Phone	
Client Meetings		Computers and Printers	
Continuing Education		Modems and computer peripherals	
Job Seeking		Other: _____	
Out of Town Business Trips		<i><b>Travel - Out of Town</b></i>	
Purchasing Job Supplies & Materials		Airfare	
Professional Society Meetings		Car Rental, Taxi, Bus, Train, and Subway	
Parking Fees and Tolls (\$)		Parking and Tolls	
Other: _____		Lodging (do not combine with meals)	
<i><b>Miscellaneous Expenses</b></i>		Meals (do not combine with lodging)	
Liability Insurance - Business		Porter, Bell Captain, and Laundry	
Subscriptions		Telephone Calls (including home)	
Resume`		Other: _____	