

Executives and Business Professionals

| <i>Professional Fees & Dues</i> | | <i>Supplies & Expenses</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>Continuing Education</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>Telephone Expenses</i> | | Stationery | |
| Office phone | | Technical Publications | |
| Fax Service | | Other: _____ | |
| Cellphone / Business use personal phone | | <i>Equipment Purchases</i> | |
| Other: _____ | | Cellular Phone | |
| <i>Auto Travel (In miles)</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>Travel - Out of Town</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>Miscellaneous Expenses</i> | | Meals (do not combine with lodging) | |
| Liability Insurance - Business | | Porter, Bell Captain, and Laundry | |
| Subscriptions | | Telephone Calls (including home) | |
| Resume` | | Other: _____ | |