

# Executives and Business Professionals

## *Professional Fees & Dues*

## *Supplies & Expenses*

|                                     |  |  |  |
|-------------------------------------|--|--|--|
| Association Dues                    |  | Briefcase                                |  |
| Credentials                         |  | Business Meals (enter 100% of expenses)  |  |
| License                             |  | Business Cards                           |  |
| Professional Associations           |  | Clerical Service                         |  |
| Union Dues                          |  | Computer Software                        |  |
| Other: _____                        |  | Computer Supplies                        |  |
| <b>Continuing Education</b>         |  | 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                                 |  |
| <b>Telephone Expenses</b>           |  | Stationery                               |  |
| FAX Transmissions                   |  | Technical Publications                   |  |
| Paging Service                      |  | Other: _____                             |  |
| Toll, Cellular, and Pay Calls       |  | <b>Equipment Purchases</b>               |  |
| Other: _____                        |  | Cellular Phone                           |  |
| <b>Auto Travel (In miles)</b>       |  | 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          |  | <b>Travel - Out of Town</b>              |  |
| 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)      |  |
| <b>Miscellaneous Expenses</b>       |  | Meals (do not combine with lodging)      |  |
| Liability Insurance - Business      |  | Porter, Bell Captain, and Laundry        |  |
| Subscriptions                       |  | Telephone Calls (including home)         |  |
| Resume`                             |  | Other: _____                             |  |