

BUSINESS EXPENSES

PROFESSIONAL FEES & DUES		OUT OF TOWN TRAVEL	
Association Dues		Airfare for Out of Town Business Travel	
Union Dues		Mileage for Out of Town Business Travel	
Licensing Fees		Tolls	
Credentials		Car Rental	
Other		Other transportation (Taxi, Bus, etc)	
CONTINUING EDUCATION		Parking Fees	
Course Registration & Fees		Lodging	
Material & Supplies		Laundry	
Research Costs		Tips (Bell Hop, Valet , etc..)	
Seminar Fees		Meals	
*For travel costs see "Travel"		Other	
Other:		SUPPLIES & EXPENSES	
COMMUNICATION EXPENSES		Gifts (list each person separately)	
Cell phone usage		Clerical Services	
Internet Usage		Computer Supplies	
Toll calls		Office Supplies	
Fax Charges		Business Meals (list client name)	
Other:		Business Cards	
Other:		Marketing Materials	
TRAVEL		Entertainment (list client name)	
Mileage Between Job Locations		Paper Supplies	
Mileage for Client Meetings		Postage/ Shipping	
Mileage for Training/ Continuing Education		Publications	
Mileage for Job Seeking		Calculator	
Mileage for Purchasing Job Supplies		Legal and Professional Services	
Parking Fees		Computer Software	
Tolls		Copy/ fax Expenses	
MISCELLANEOUS		Equipment Repairs	
Liability Insurance- Business		Customer Lists	
Professional Subscriptions		Other	
Resume		Other	
Other			
Other			
Other			
VEHICLE EXPENSES	Vehicle 1		
Type and year of vehicle		Date first used for business	
Do you have another car for personal use?	Yes No	Miles driven for Business	mi.
Do you have evidence to support the use?	Yes No	Miles driven for personal use	mi.
Is this evidence written?	Yes No	Miles driven for commuting	mi.
Were you reimbursed for any vehicle use?	Yes No	Total miles driven in year	mi.