

Business Professionals Expense Worksheet

Professional Fees & Dues		Supplies & Expenses	
Association Dues		Briefcase	
Credentials		Business Meals	
License		Business Cards	
Professional Associations		Clerical Service	
Union Dues		Computer Software	
Other:		Computer Supplies	
Continuing Education		Customer Lists	
Correspondence Course Fees		Entertainment (enter 100)	
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	
Telephone Expenses		Stationery	
FAX Transmissions		Technical Publications	
Paging Service		Other:	
Toll, Cellular, and Pay Calls		Equipment Purchases	
Other:		Cellular Phone	
Auto Travel (In miles)		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		Travel - Out of Town	
Purchasing Job Supplies & Materials		Airfare	
Professional Society Meetings		Car Rental, Taxi, Bus, and Subway	
Parking Fees and Tolls (\$)		Parking and Tolls	
Other:		Lodging (do not combine with meals)	
Miscellaneous Expenses		Meals (do not combine with lodging)	
Liability Insurance - Business		Porter, Bell Captain, and Laundry	
Subscriptions		Telephone Calls (including home)	
Resume`		Other:	