

## Executive and Business Professionals

All deductions must be out-of-pocket expenses that are NOT reimbursed by your employer.

<b>Professional Fees &amp; Dues</b>		<b>Supplies &amp; Expenses</b>	
Association Dues		Briefcase	
Credentials		Business Cards	
License		Business Meals	
Professional Associations		Clerical Service	
Union Dues		Computer Software	
Other: _____		Computer Supplies	
<b>Continuing Education</b>		Customer Lists	
Course Fees		Entertainment	
Course Registration		Equipment Repair	
Lab Fees		FAX Supplies	
Materials & Supplies		Gifts & Greetings Cards	
Photocopy Expense		Legal & Professional Services	
Reference Materials		Office Expenses	
Research Expenses		On-Line Charges	
Seminar Fees		Photocopy Expense	
Textbooks		Postage	
Other: _____		Shipping	
<b>Telephone Expenses</b>		Stationary	
Cell Phone		Technical Publications	
FAX Transmissions		Other: _____	
Toll Calls		<b>Equipment Purchases</b>	
Other: _____		Cell Phone	
<b>Auto Travel (In Miles)</b>		Computers & Printers	
Between Jobs or Job Locations		FAX Machine, Calculator, Copier	
Client Meetings		Modems & computer peripherals	
Continuing Education		Pager, Recorder, Phone	
Job Seeking		Other: _____	
Out of Town Business Trips		<b>Travel - Out of Town</b>	
Parking Fees & Tolls (\$)		Airfare	
Professional Society Meetings		Car Rental, Taxi, Bus, Train, etc	
Purchasing Job Supplies & Materials		Lodging	
Other: _____		Meals	
<b>Miscellaneous Expenses</b>		Parking & Tolls	
Liability Insurance - Business		Porter, Bell Captain & Laundry	
Subscriptions		Telephone Calls	
Resume		Other: _____	