

Name: _____

1. Professional Fee and Dues

- \$ _____ Alumni dues
- \$ _____ Association dues
- \$ _____ Credentials/License
- \$ _____ Parent teacher groups
- \$ _____ School dues
- \$ _____ Union dues
- \$ _____ Other: _____

2. Continuing Education

- \$ _____ Correspondence Online Course fees
- \$ _____ Course registration
- \$ _____ Lab fees
- \$ _____ Materials & supplies
- \$ _____ Reference material
- \$ _____ Research expenses/Internet
- \$ _____ Seminar fees
- \$ _____ Textbooks
- \$ _____ Transcripts
- \$ _____ Tuition
- \$ _____ Other: _____

3. Telephone Expenses

- \$ _____ Cell Purchase
- _____ % Used for business
- \$ _____ Internet
- \$ _____ Other: _____

4. Mileage

- _____ Away from home overnight (mi.)
- _____ Between jobs or job locations (mi.)
- _____ Continuing education (mi.)
- _____ Field trips (mi.)
- _____ Library (mi.)
- _____ Meetings (mi.)
- _____ Purchasing job supplies & materials (mi.)
- _____ Professional society meetings (mi.)
- _____ School functions (mi.)
- _____ Seminars (mi.)
- \$ _____ Other: _____

5. Travel - Away From Home

- \$ _____ Airfare
- \$ _____ Bridge tolls
- \$ _____ Taxi/Bus/Subway
- \$ _____ Car rental
- \$ _____ Laundry
- \$ _____ Lodging (do not combine with meals)
- \$ _____ Meals (do not combine with lodging)
- \$ _____ Porter, bell captain
- \$ _____ Parking
- \$ _____ Other: _____

6. Classroom Supplies

- \$ _____ Arts & crafts materials
- \$ _____ Audio-Visual rentals/supplies
- \$ _____ Books
- \$ _____ Classroom decorations
- \$ _____ Computer software
- \$ _____ Film & processing
- \$ _____ Magazines/Newspapers
- \$ _____ Paper
- \$ _____ Party supplies
- \$ _____ Photocopy expense
- \$ _____ Printing
- \$ _____ Stationery
- \$ _____ Student prizes & awards
- \$ _____ Trophies
- \$ _____ Visual aids
- \$ _____ Computer/printer
- \$ _____ Other: _____

7. Miscellaneous Expenses

- \$ _____ Liability insurance - Business
- \$ _____ Periodicals
- \$ _____ Professional subscriptions
- \$ _____ Resume - job seeking
- \$ _____ Fingerprinting/ TB Testing Etc.
- \$ _____ Other: _____