

Name: _____

1. Supplies & Expenses

- \$ _____ Briefcase
- \$ _____ Business cards
- \$ _____ Business meals (enter 100%)
- \$ _____ Medical equipment/Bag
- \$ _____ Office supplies
- \$ _____ Recording device
- \$ _____ Referral service
- \$ _____ Repairs - equipment
- \$ _____ Stationery
- \$ _____ Other: _____

2. Other Expenses

- \$ _____ Malpractice insurance
- \$ _____ Finger printing
- \$ _____ Journals - medical
- \$ _____ Legal Fees RE: employment issues
- \$ _____ Liability Insurance
- \$ _____ Periodicals - medical
- \$ _____ Professional subscriptions
- \$ _____ Software
- \$ _____ Computer
- \$ _____ Other: _____

3. Telephone Expenses

- \$ _____ Answering service/voicemail
- \$ _____ Cell phone
- _____ % used for business
- \$ _____ Internet
- \$ _____ Other: _____

4. Uniforms & Upkeep

- \$ _____ Scrubs
- \$ _____ Shoes
- \$ _____ Alterations & repairs
- \$ _____ Laundry/dry cleaning
- \$ _____ Lab coat
- \$ _____ Hat/cap
- \$ _____ Pants
- \$ _____ Other: _____

5. Continuing Medical Education

- \$ _____ Tuition
- \$ _____ Seminar fees
- \$ _____ Correspondence course fee
- \$ _____ Lab fees
- \$ _____ Text books
- \$ _____ Materials & supplies
- \$ _____ Reference materials
- \$ _____ Transcripts
- \$ _____ Other: _____

6. Auto Travel

- _____ Between medical facilities (mi.)
- _____ Continuing education (mi.)
- _____ Interviews - (mi.)
- _____ Out of town business trips (mi.)
- _____ Purchasing equip. & supplies (mi.)
- _____ Uniform cleaning & maintance (mi.)
- \$ _____ Parking tolls
- \$ _____ Other: _____

7. Travel - Out of Town

- \$ _____ Airfare
- \$ _____ Car rental
- \$ _____ Parking
- \$ _____ Taxi, train, bus
- \$ _____ Lodging (do not combine with meals)
- \$ _____ Meals (do not combine with lodging)
- \$ _____ Porter, bell captain
- \$ _____ Laundry
- \$ _____ Tolls
- \$ _____ Other: _____

8. Professional Fees & Dues

- \$ _____ Union dues
- \$ _____ Professional association dues
- \$ _____ Medical association dues
- \$ _____ Alumni dues
- \$ _____ Licensing
- \$ _____ Other: _____