

Name: _____

1. Auto Travel

- _____ Client meetings (mi)
- _____ Continuing education (mi)
- _____ Escrow & loan office trips (mi)
- _____ Out of town business trips (mi)
- _____ Showing property (mi)
- \$_____ Parking fees & Tolls
- \$_____ Other: _____

2. Travel - Out of Town

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

3. Professional Fee & Dues

- \$_____ Association dues
- \$_____ Chamber of Commerce
- \$_____ License
- \$_____ Realty Board
- \$_____ M.L.S. fees
- \$_____ Other: _____

4. Telephone Expenses

- \$_____ Cell phone purchase
- \$_____ Cellular service
- \$_____ Fax transmissions
- \$_____ 2nd home line
- \$_____ Internet
- \$_____ Other: _____

5. Continuing Education

- \$_____ Correspondence course fees
- \$_____ Materials, supplies & textbooks
- \$_____ Seminar fees
- \$_____ Other: _____

6. Equipment Purchases

- \$_____ Camera & accessories
- \$_____ Computer equipment
- \$_____ Copy machine
- \$_____ Fax machine
- \$_____ Recorder
- \$_____ Printer
- \$_____ Other: _____

7. Supplies & Staging Expenses

- \$_____ Advertising, signs, flags & banners
- \$_____ Appraisal fees
- \$_____ Attorney fees
- \$_____ Bank charges
- \$_____ Business meals
- \$_____ Business cards
- \$_____ Clerical service
- \$_____ Computer software & supplies
- \$_____ Courier service
- \$_____ Entertainment /Promotion
- \$_____ Equipment repair
- \$_____ Film & processing
- \$_____ Gifts & flowers (Max \$25 person/year)
- \$_____ Greeting cards
- \$_____ Insurance - E&O and Liability
- \$_____ Legal & professional services
- \$_____ Lock boxes, keys & locksmith
- \$_____ Map book
- \$_____ Multiple listing services
- \$_____ Office expenses
- \$_____ Open House expenses
- \$_____ Postage
- \$_____ Processor fees
- \$_____ Referral fees
- \$_____ Rent
- \$_____ Repairs to sell listed property
- \$_____ Shipping
- \$_____ Stationery
- \$_____ Escrow closing costs
- \$_____ Website expenses