

Name: _____

1. Auto Travel

- _____ Between jobs or job locations (mi.)
- _____ Client meetings (mi.)
- _____ Continuing education (mi.)
- _____ Job seeking (mi.)
- _____ Out of town business trips (mi.)
- _____ Purchasing job supplies & materials (mi.)
- _____ Professional society meetings (mi.)
- \$ _____ Parking fees
- \$ _____ Tolls
- \$ _____ Other: _____

2. Travel - Out of Town

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

3. Professional Fee & Dues

- \$ _____ Association dues
- \$ _____ Licenses
- \$ _____ Other: _____

4. Continuing Education

- \$ _____ Correspondence course fees
- \$ _____ Course registration
- \$ _____ Materials & supplies
- \$ _____ Photocopy expense
- \$ _____ Reference material
- \$ _____ Seminar fees
- \$ _____ Textbooks
- \$ _____ Other: _____

6. Telephone Expenses

- \$ _____ Cell calls
- _____ % Used for business
- \$ _____ FAX transmissions
- \$ _____ Internet
- \$ _____ Website
- \$ _____ Toll calls
- \$ _____ Other: _____

7. Supplies & Expenses

- \$ _____ Advertising
- \$ _____ Bank Charges
- \$ _____ Bookkeeping
- \$ _____ Business Meals (enter 100%)
- \$ _____ Business Cards
- \$ _____ Clerical Service

8. Business Development

- \$ _____ Business Meals and Entertainment
- \$ _____ Promotional Items