

## Attorneys

### Professional Fees & Dues

Licenses
Association dues
Union dues
Filing Fees
Credentials
Other:

### Supplies & Expenses

Briefcase & Business Cards
Business Meals
Clerical Service & Paralegal
Entertainment
Equipment Repair
Computer Software & Supplies

### Home Office

Desk top & Laptop
Printer
Desk
Internet
Utilities
Square footage of Office & Home
Supplies
Other:

Accounting & Professional Services
Firm Meetings
On-Line Services
Computers and Printers
Gifts
Market & Practice Development
Paper, Stationary, Printing
Newspapers and Magazines
Other:

### Professional Expenses

Professional Attire
Grooming
Supplies
Cell
Other:

### Auto Travel

Mileage between 1st & 2nd job
Mileage between Locations
Mileage to Continuing Education
Mileage out of town work trips
Mileage buying equip. & supplies

### Continuing Education

Correspondence Course Fees
Correspondence Courses
Registration
Seminar Fees
Text book & supplies
Training sessions
Other:

Personal mileage on work vehicle
Cost of vehicle
Parking fees & Tolls
Property tax
Other:

### Miscellaneous

Periodicals
Professional Subscriptions
Resume
Liability Insurance-Business
Other:
Research Costs

<u>Travel</u>
Airfare
Car Rental
Parking fees & Tolls
Transportation ( Bus, Taxi, Etc.)
Lodging ( Do not include meals)
Meals ( Do not include lodging)
Incidental expenses
Cleaning & Laundry
Other: