

Executives and Business Professionals

<u>Professional Fees & Dues</u>	<u>Supplies and Expenses</u>
Licenses	Briefcase
Association dues	Business Meals
Union dues	Business Cards
Professional Associations	Clerical Service
Credentials	Technical Publications
Other:	Computer Software
<u>Home Office</u>	Computer Supplies
Desk top & Laptop	On-Line Services
Printer	Computers and Printers
Desk	Legal & Professional Services
Internet	Postage
Utilities	Paper, Stationary, Printing
Square footage of Office & Home	Shipping
Supplies	Other:
Other:	<u>Auto Travel</u>
<u>Professional Expenses</u>	Mileage between 1st & 2nd job
Professional Attire	Mileage between Locations
Grooming	Mileage to Continuing Education
Supplies	Mileage out of town work trips
Cell	Mileage buying equip. & supplies
Other:	Personal mileage on work vehicle
<u>Continuing Education</u>	Cost of vehicle
Correspondence Course Fees	Parking fees & Tolls
Correspondence Courses	Property tax
Registration	Other:
Seminar Fees	<u>Travel</u>
Text book & supplies	Airfare
Training sessions	Car Rental
Other:	Parking fees & Tolls
<u>Miscellaneous</u>	Transportation (Bus, Taxi, Etc.)
Periodicals	Lodging (Do not include meals)
Professional Subscriptions	Meals (Do not include lodging)
Resume	Incidental expenses
Liability Insurance-Business	Cleaning & Laundry
Other:	Other: