

Instruction A 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: _____	

Instruction D Continuing Education	
Correspondence Course Fees	
Course Registration	
Materials & Supplies	
Photocopy Expense	
Reference Material	
Seminar Fees	
Textbooks	
Other: _____	

Instruction G Supplies & Expenses	
Advertising	
Bank Charges	
Bookkeeping	
Business Meals (Enter 100% of expense)	
Business Cards	
Clerical Service	
Computer Software	
Computer Supplies	
Customer Lists	
Entertainment (Enter 100% of expense)	
Equipment Repair	
FAX Supplies	
Gifts	
Greeting Cards	
Legal & Professional Services	
Office Expenses	
Photocopy Expense	
Postage	
Rent	
Shipping	
Trade Publications & Map Book	
Other: _____	

Instruction B 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: _____	

Instruction E Equipment Purchases	
Answering Machine	
Calculator	
Copy Machine	
FAX Machine	
Pager	
Telephone	
Other: _____	

Instruction F Telephone Expenses	
Cellular Calls	
FAX Transmissions	
Paging Service	
Pay Phone	
Toll Calls	
Other: _____	

Instruction H Miscellaneous Expenses	
Liability Insurance - Business	
Subscriptions	
Professional Subscriptions	
Resumé	
Other: _____	

Instruction C Professional Fees & Dues	
Association Dues	
License	
Union Dues	
Other: _____	