

# Attorneys

## *Professional Fees & Dues*

## *Supplies & Expenses*

Association Dues		Briefcase & Business Cards	
Credentials		Business Meals (enter 100% of expenses)	
License		Filing Fees	
Professional Associations		Clerical Service & Paralegal	
Union Dues		Computer Software & Supplies	
Other: _____		Computer Supplies	
<b><i>Continuing Education</i></b>		Firm Meetings	
Continuing Professional Education		Entertainment (enter 100% of expense)	
Course Registration		Equipment Repair	
Materials & Supplies		Gifts & Greeting Cards	
Photocopy Expense		Lexus/Nexus & other On-Line Charges	
Reference Material		Accounting & Professional Services	
Research Expenses		Office & Stationary Expenses	
Seminar Fees		Photocopy Expenses	
Textbooks		Postage & Shipping	
Other: _____		Library & Research Costs	
<b><i>Communication Expenses</i></b>		Marketing & Practice Development	
Smartphone data service		Technical Publications	
Internet, Skype and Web based service		Other: _____	
Telephone		<b><i>Equipment Purchases</i></b>	
Other: _____		Cellular Phone	
<b><i>Auto Travel (In miles)</i></b>		FAX Machine, Calculator, and Copier	
Court Appearances		Smart Phone	
Client Meetings		Computers and Printers	
Continuing Professional Education		Tablets & other Technology	
Practice Development		Other: _____	
Out of Town Business Trips		<b><i>Travel - Out of Town</i></b>	
Purchasing Job Supplies & Materials		Airfare	
Professional Society Meetings		Car Rental, Taxi, Bus, Train, and Subway	
Parking Fees and Tolls (\$)		Parking and Tolls	
Other: _____		Lodging (do not combine with meals)	
<b><i>Miscellaneous Expenses</i></b>		Meals (enter 100% of expense)	
Liability Insurance - Business		Porter, Maid, and Laundry	
Subscriptions		Telephone Calls (including home)	
Resume`		Other: _____	