

Attorneys

Professional Fees & Dues

Association Dues	
Credentials	
License	
Professional Associations	
Union Dues	
Other: _____	

Continuing Education

Course Fees	
Course Registration	
Continuing Professional Education	
Materials & Supplies	
Photocopy Expense	
Reference Material	
Research Expenses	
Seminar Fees	
Textbooks	
Other: _____	

Communication Expenses

Cellular, and Data Service	
Land Line	
On line Communications	
Other: _____	

Auto Travel (In miles)

Court Appearances	
Client Meetings	
Continuing Professional Education	
Out of Town Business Trips	
Practice Development	
Professional Society Meetings	
Purchasing Job Supplies & Materials	
Parking Fees and Tolls (\$)	
Other: _____	

Miscellaneous Expenses

Liability Insurance - Business	
Resume`	
Subscriptions	

Supplies & Expenses

Accounting & Professional Services	
Briefcase & Business Cards	
Business Meals (enter 100% of expenses)	
Clerical Service & Paralegal	
Computer Software	
Computer Supplies	
Entertainment (enter 100% of expense)	
Equipment Repair	
FAX Supplies	
Filing Fees	
Firm Meetings	
Gifts & Greeting Cards	
Lexus/Nexus & other On-Line Charges	
Library & Research Costs	
Marketing & Practice Development	
Office & Stationary Expenses	
Photocopy Expenses	
Postage & Shipping	
Technical Publications	
Other: _____	

Equipment Purchases

Cellular & Smart Phone	
Computers & laptops	
Computer peripherals	
Office copiers and printers	
Tablets & E-Readers	
Other: _____	

Travel - Out of Town

Airfare	
Car Rental, Taxi, Bus, Train, & Subway	
Parking and Tolls	
Lodging (do not combine with meals)	
Meals (enter 100% of expense)	
Communications & Wi-Fi access	
Porter, Maid, and Laundry	
Other: _____	