

Attorneys

Professional Fees & Dues

Supplies & Expenses

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