

Computer & High-Tech Professionals

Professional Fees & Dues

Association Dues
 Credentials
 License
 Professional Associations
 Other: _____

Continuing Education

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

Communication Expenses

Cellular and Data Services
 Land Line
 On Line Communications
 Other: _____

Auto Travel (In miles)

Between Jobs or Locations
 Client Meetings
 Continuing Education
 Job Seeking
 Out of Town Business Trips
 Purchasing Job Supplies & Materials
 Professional Society Meetings
 Parking Fees and Tolls (\$)
 Other: _____

Miscellaneous Expenses

Domain name registration fees
 Liability Insurance - Business
 Resume`
 Subscriptions

Supplies & Expenses

Briefcase & Laptop case
 Business Meals (enter 100% of expenses)
 Business Cards
 Clerical & Bookkeeping Service
 Client Gifts & Greeting Cards
 Computer Software
 Computer Supplies
 Customer Lists & Database costs
 Development costs
 Entertainment (enter 100% of expense)
 Equipment Repair
 Internet & On Line charges
 Legal & Professional Services
 Networking expenses
 Office, Stationary & Fax Supplies
 Postage & Shipping
 Sub-contractor labor
 Technical Publications (Documentation)
 Website development costs
 Other: _____

Equipment Purchases

Cellular & Smart Phones
 Computers & Laptops
 Computer Peripherals
 Office Fax, Copiers and Printers
 Tablets & E-Readers
 Other: _____

Travel - Out of Town

Airfare
 Car Rental, Taxi, Bus, Train, and
 Subway
 Parking and Tolls
 Lodging (do not combine with
 meals)
 Meals (do not combine with
 lodging)
 Communications & Wi-Fi Access
 Porter, Bell Captain, and Laundry
 Other: _____