Teachers and Education Professionals

Professional Fees & Dues

Alumni Dues	
Association Dues	
Credentials	
Parent Teacher Groups	
School and Union Dues	
Other:_____	

Continuing Education

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

Communication Expense

Cellular & Data Service	
On Line Communications	
Land Line	
Skype & Internet Phone Service	
Other:_____	

Auto Travel (In miles)

Away from Home Overnight	
Between Jobs or Job Locations	
Continuing Education	
Field Trips	
Library Trips	
Meetings	
Purchasing Job Supplies & Materials	
Professional Society Meetings	
School Functions	
Seminars	
Parking Fees and Tolls ($)	
Other:_____	

Travel - Out of Town

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

Classroom Supplies

Arts & Crafts Materials	
Audio Visual Rentals	
Audio Visual Supplies	
Books and Music	
CDs, DVDs, Downloads	
Classroom Decorations	
Computers and Printers	
Computer Software	
Film & Processing	
Grading Expenses	
Newspapers and Magazines	
On-Line Services	
Paper, Stationary, and Printing	
Party Supplies	
Photocopy Expense	
Student Prizes & Awards	
Trophies	
Videos	
Visual Aids	
Other:_____	

Miscellaneous Expenses

Liability Insurance - Business	
Periodicals	
Professional Subscriptions	
Resume`	

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