

Attorneys

<i>Professional Fees & Dues</i>	<i>Supplies & Expenses</i>
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
<i>Continuing Education</i>	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
<i>Communication Expenses</i>	Marketing & Practice Development
Smartphone data service	Technical Publications
Internet, Skype and Web based service	Other: _____
Telephone	
Other: _____	
<i>Auto Travel (In miles)</i>	<i>Equipment Purchases</i>
Court Appearances	Cellular Phone
Client Meetings	FAX Machine, Calculator, and Copier
Continuing Professional Education	Smart Phone
Practice Development	Computers and Printers
Out of Town Business Trips	Tablets & other Technology
Purchasing Job Supplies & Materials	Other: _____
Professional Society Meetings	
Parking Fees and Tolls (\$)	
Other: _____	
<i>Miscellaneous Expenses</i>	<i>Travel - Out of Town</i>
Liability Insurance - Business	Airfare
Subscriptions	Car Rental, Taxi, Bus, Train, and Subway
Resume`	Parking and Tolls
	Lodging (do not combine with meals)
	Meals (enter 100% of expense)
	Porter, Maid, and Laundry
	Telephone Calls (including home)
	Other: _____