

Computer & High-Tech Professionals

<i>Professional Fees & Dues</i>		<i>Supplies & Expenses</i>	
Association Dues		Briefcase & Laptop case	
Credentials		Business Meals (enter 100% of expenses)	
License		Business Cards	
Professional Associations		Clerical & Bookkeeping Service	
Other: _____		Computer Software	
<i>Continuing Education</i>		Computer Supplies	
Correspondence Course Fees		Customer Lists & Database costs	
Course Registration		Entertainment (enter 100% of expense)	
Documentation		Equipment Repair	
Materials & Supplies		Development costs	
Photocopy Expense		Client Gifts & Greeting Cards	
Reference Material		ISP & Internet access	
Research Expenses		Legal & Professional Services	
Seminar Fees		Office, Stationary & Fax Supplies	
Textbooks		Website development costs	
Other: _____		Postage & Shipping	
<i>Communication Expenses</i>		Sub-contractor labor	
FAX Transmissions		Networking expenses	
Paging & Cellular Service		Technical Publications (Documentation)	
Internet Access (cable, DSL, etc)		Other: _____	
Other: _____			
<i>Auto Travel (In miles)</i>		<i>Equipment Purchases</i>	
Between Jobs or Locations		Notebook Computer	
Client Meetings		FAX Machine, Palm pilot, and Copier	
Continuing Education		Pager, Personal assistant, & Cellular Phone	
Job Seeking		Desktop Computers & Printers	
Out of Town Business Trips		Modems and computer peripherals	
Purchasing Job Supplies & Materials		Other: _____	
Professional Society Meetings			
Parking Fees and Tolls (\$)			
<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	
Domain name registration fees		Lodging (do not combine with meals)	
		Meals (do not combine with lodging)	
		Porter, Bell Captain, and Laundry	
		Telephone Calls (including home)	