

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>Equipment Purchases</i>
<i>Auto Travel (In miles)</i>	Notebook Computer
Between Jobs or Locations	FAX Machine, Palm pilot, and Copier
Client Meetings	Pager, Personal assistant, & Cellular Phone
Continuing Education	Desktop Computers & Printers
Job Seeking	Modems and computer peripherals
Out of Town Business Trips	Other: _____
Purchasing Job Supplies & Materials	<i>Travel - Out of Town</i>
Professional Society Meetings	Airfare
Parking Fees and Tolls (\$)	Car Rental, Taxi, Bus, Train, and Subway
Other: _____	Parking and Tolls
<i>Miscellaneous Expenses</i>	Lodging (do not combine with meals)
Liability Insurance - Business	Meals (do not combine with lodging)
Subscriptions	Porter, Bell Captain, and Laundry
Resume`	Telephone Calls (including home)
Domain name registration fees	Other: _____