

Real Estate Brokers and Professionals

Auto Travel (In miles)

Client Meetings

Continuing Education

Escrow & Loan Office Trips

Out of Town Business Trips

Showing Property

Parking Fees (\$)

Tolls (\$)

Other: _____

Travel - Out of Town

Airfare

Car Rental

Parking

Bus, Subway, Train, & Taxi

Lodging (do not combine with meals)

Meals (do not combine with lodging)

Porter, Bell Captain

Laundry

Bridge & Highway Tolls

Telephone Calls (including home)

Other: _____

Professional Fees & Dues

Association Dues

Chamber of Commerce

License Fees

Realty Board

Other: _____

Telephone Expenses

FAX Transmissions

Cellular & Paging Service

Pay Phone & Toll Calls

On-Line Charges

Other: _____

Continuing Education

Correspondence Course Fees

Materials, Supplies & Textbooks

Seminars & Motivational Tapes

Other: _____

Supplies & Expenses

Advertising, Signs, Flags & Banners

On-Line Service Costs

Attorney & Appraisal Fees

Bank Charges

Briefcase

Business Meals (enter 100%)

Equipment Repair

FAX Supplies

Film & Processing

Finders Fees

Gifts, Flowers, & Greeting Cards

Insurance - E. & O. and Liability

Legal & Professional Services

Lock Boxes, Keys & Locksmith

Map Book & Map Software

Multiple Listing Service

Office Expenses

Open House Expenses

Photocopy Expenses

Postage & Shipping

Referral Fees

Rent

Repairs to Sell Listed Property

Stationery

Other: _____

Equipment Purchases

Answering Machine

Calculator

Camera

Computer Equipment

Copy Machine

FAX Machine

Printer

Recorder & Pager

Telephone

Modems and computer peripherals

Other: _____