

# Computer & High-Tech Professionals

## *Professional Fees & Dues*

## *Supplies & Expenses*

Association Dues		Briefcase & Laptop case	
Credentials		Business Meals (enter 100% of expenses)	
License		Business Cards	
Professional Associations		Clerical & Bookkeeping Service	
Other: _____		Computer Software	
<b><i>Continuing Education</i></b>		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	
<b><i>Communication Expenses</i></b>		Sub-contractor labor	
FAX Transmissions		Networking expenses	
Paging & Cellular Service		Technical Publications (Documentation)	
Internet Access (cable, DSL, etc)		Other: _____	
Other: _____		<b><i>Equipment Purchases</i></b>	
<b><i>Auto Travel (In miles)</i></b>		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		<b><i>Travel - Out of Town</i></b>	
Professional Society Meetings		Airfare	
Parking Fees and Tolls (\$)		Car Rental, Taxi, Bus, Train, and Subway	
Other: _____		Parking and Tolls	
<b><i>Miscellaneous Expenses</i></b>		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: _____	