

Teachers and Education Professionals

<i>Professional Fees & Dues</i>	<i>Travel - Out of Town</i>
Alumni Dues	Airfare
Association Dues	Car Rental
Credentials	Parking
Parent Teacher Groups	Taxi and Train
School and Union Dues	Bus & Subway
Other: _____	Lodging (do not combine with meals)
<i>Continuing Education</i>	Meals (do not combine with lodging)
Correspondence Course Fees	Porter, Bell Captain
Course Registration	Laundry
Lab Fees	Bridge & Highway Tolls
Materials & Supplies	Telephone Calls (including home)
Photocopy Expense	Other: _____
Reference Material	<i>Classroom Supplies</i>
Research Expenses	Arts & Crafts Materials
Seminar Fees	Audio Visual Rentals
Textbooks	Audio Visual Supplies
Transcripts	Books and Music
Tuition	Classroom Decorations
Other: _____	Computer Software
<i>Telephone Expenses</i>	Film & Processing
FAX Transmissions	Grading Expenses
Pager	On-Line Services
Toll Calls	Computers and Printers
Cellular Charges	Newspapers and Magazines
Other: _____	Paper, Stationary, and Printing
<i>Auto Travel (In miles)</i>	Party Supplies
Away from Home Overnight	Photocopy Expense
Between Jobs or Job Locations	Records, Tapes, etc.
Continuing Education	Student Prizes & Awards
Field Trips	Trophies
Library Trips	Visual Aids
Meetings	Video Tapes
Purchasing Job Supplies & Materials	Other: _____
Professional Society Meetings	<i>Miscellaneous Expenses</i>
School Functions	Liability Insurance - Business
Seminars	Periodicals
Parking Fees and Tolls (\$)	Professional Subscriptions
Other: _____	Resume`