

Writers

<i>Professional Fees & Dues</i>		<i>Supplies & Expenses</i>	
Association Dues		Briefcase	
Credentials		Business Meals (enter 100% of expenses)	
License		Business Cards	
Professional Associations		Clerical Service	
Union Dues		Computer Software	
Other: _____		Computer Supplies	
<i>Continuing Education</i>		Customer Lists	
Books Purchased for Research		DVDs, Films & Videos for Research	
Course Fees		Entertainment (enter 100% of expense)	
Courses Registration		Equipment Repair	
Materials & Supplies		FAX Supplies	
Photocopy Expense		Gifts & Greeting Cards	
Reference Material		Legal & Professional Services	
Seminar Fees		Office Expenses	
Textbooks		On-Line Charges	
Other: _____		Postage & Shipping	
<i>Communication Expenses</i>		Stationery	
Cellular & Data Services		Website Development & Hosting	
On Line Communications		Other: _____	
Land Line		<i>Equipment Purchases</i>	
Other: _____		Cellular & Smart Phone	
<i>Auto Travel (In miles)</i>		Computers and Laptops	
Between Jobs or Locations		Computer Peripherals	
Client & Publisher Meetings		FAX, Copier and Printers	
Continuing Education		Tablets & E-Readers	
Job Seeking		Other: _____	
Out of Town Business Trips		<i>Travel - Out of Town</i>	
Purchasing Job Supplies & Materials		Airfare	
Professional Society Meetings		Local Transportation	
Parking Fees and Tolls (\$)		Parking and Tolls	
Other: _____		Lodging (do not combine with meals)	
<i>Miscellaneous Expenses</i>		Meals (do not combine with lodging)	
Liability Insurance - Business		Communications & Wi-Fi Access	
Resume`		Porter, Bell Captain, and Laundry	
Subscriptions		Other: _____	