

Attorneys

Professional Fees & Dues

Association Dues	
Credentials	
License	
Professional Associations	
Union Dues	
Other: _____	

Continuing Education

Correspondence Course Fees	
Course Registration	
Continuing Professional Education	
Materials & Supplies	
Photocopy Expense	
Reference Material	
Research Expenses	
Seminar Fees	
Textbooks	
Other: _____	

Telephone Expenses

FAX Transmissions	
Paging Service	
Toll, Cellular, and Pay Calls	
Other: _____	

Auto Travel (In miles)

Court Appearances	
Client Meetings	
Continuing Education	
Practice Development	
Out of Town Business Trips	
Purchasing Job Supplies & Materials	
Professional Society Meetings	
Parking Fees and Tolls (\$)	
Other: _____	

Miscellaneous Expenses

Liability Insurance - Business	
Subscriptions	
Resume	

Supplies & Expenses

Accounting & Professional Services	
Briefcase	
Business Cards	
Business Meals (enter 100%)	
Computer Software	
Computer Supplies	
Entertainment (enter 100% of expense)	
Equipment Repair	
FAX Supplies	
Filing Fees	
Firm Meetings	
Gifts & Greeting Cards	
Lexus/Nexus and other On-Line Charges	
Library and Research Costs	
Marketing & Practice Development	
Office and Stationary Expenses	
Paralegal & Clerical Service	
Photocopy Expenses	
Postage & Shipping	
Technical Publications	
Other: _____	

Equipment Purchases

Cellular Phone	
FAX Machine, Calculator, and Copier	
Pager, Recorder, and Phone	
Computers and Printers	
Modems and computer peripherals	
Other: _____	

Travel - Out of Town

Airfare	
Car Rental, Taxi, Bus, Train, and Subway	
Parking and Tolls	
Lodging (do not combine with meals)	
Meals (do not combine with lodging)	
Porter, Bell Captain, and Laundry	
Telephone Calls (including home)	
Other: _____	