

## Attorneys

All deductions must be out-of-pocket expenses that are NOT reimbursed by your employer.

<b>Professional Fees &amp; Dues</b>		<b>Supplies &amp; Expenses</b>	
Association Dues		Accounting & Professional Services	
Credentials		Briefcase & Business Cards	
License		Business Meals	
Professional Associations		Clerical Service & Paralegal	
Union Dues		Computer Software	
Other: _____		Computer Supplies	
<b>Continuing Education</b>		Entertainment	
Correspondence Course Fees		Equipment Repair	
Course Registration		FAX Supplies	
Continuing Professional Education		Filing Fees	
Materials & Supplies		Firm Meetings	
Photocopy Expense		Gifts & Greetings Cards	
Reference Materials		Library & Research Costs	
Research Expenses		Marketing & Practice Development	
Seminar Fees		Office & Stationary Expenses	
Textbooks		On-Line Charges	
Other: _____		Photocopy Expense	
<b>Telephone Expenses</b>		Postage & Shipping	
Cellular, Toll and Pay Calls		Technical Publications	
FAX Transmissions		Other: _____	
Paging Service		<b>Equipment Purchases</b>	
Other: _____		Cell Phone	
<b>Auto Travel (In Miles)</b>		Computers & Printers	
Court Appearances		FAX Machine, Calculator, Copier	
Client Meetings		Modems & computer peripherals	
Continuing Professional Education		Pager, Recorder, Phone	
Out of Town Business Trips		Other: _____	
Parking Fees and Tolls (\$)		<b>Travel - Out of Town</b>	
Pracice Development		Airfare	
Professional Society Meetings		Car Rental, Taxi, Bus, Train, etc	
Purchasing Job Supplies & Materials		Lodging	
Other: _____		Meals	
<b>Miscellaneous Expenses</b>		Parking & Tolls	
Liability Insurance - Business		Porter, Bell Captain & Laundry	
Subscriptions		Telephone Calls	
Resume		Other: _____	