

<b>Professional Fees &amp; Dues</b>		<b>Travel - Out of Town</b>	
Alumni Dues		Airfare	
Association Dues		Bridge & Highway Tolls	
Credentials		Bus & Subway	
Parent Teacher Groups		Car Rental	
School and Union Dues		Parking	
Other: _____		Taxi and Train	
<b>Continuing Education</b>		Lodging (do not combine with meals)	
Course Fees		Meals (do not combine with lodging)	
Course Registration		Communications & Wi-Fi Access	
Lab Fees		Laundry	
Materials & Supplies		Porter, Bell Captain	
Photocopy Expense		Other: _____	
Reference Material		<b>Classroom Supplies</b>	
Research Expenses		Arts & Crafts Materials	
Seminar Fees		Audio Visual Rentals	
Textbooks		Audio Visual Supplies	
Transcripts		Books and Music	
Tuition		CDs, DVDs, Downloads	
Other: _____		Classroom Decorations	
<b>Communication Expense</b>		Computers and Printers	
Cellular & Data Service		Computer Software	
On Line Communications		Film & Processing	
Land Line		Grading Expenses	
Skype & Internet Phone Service		Newspapers and Magazines	
Other: _____		On-Line Services	
<b>Auto Travel (In miles)</b>		Paper, Stationary, and Printing	
Away from Home Overnight		Party Supplies	
Between Jobs or Job Locations		Photocopy Expense	
Continuing Education		Student Prizes & Awards	
Field Trips		Trophies	
Library Trips		Videos	
Meetings		Visual Aids	
Purchasing Job Supplies & Materials		Other: _____	
Professional Society Meetings		<b>Miscellaneous Expenses</b>	
School Functions		Liability Insurance - Business	
Seminars		Periodicals	
Parking Fees and Tolls (\$)		Professional Subscriptions	
Other: _____		Resume`	