

# 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 Expenses	
Textbooks	
Other: _____	
Other: _____	

## *Auto travel (in miles)*

Court Appearances	
Client Meeting	
Continuing Professional Education	
Practice Development	
Other: _____	

## *Telephone Expenses*

FAX Transmissions	
Paging Service	
Cellular Expenses	
Pay Calls	
Other: _____	

## *Miscellaneous Expenses*

Liability Insurance	
Dues/Subscriptions	
Resume'	
Other: _____	

## *Supplies & Expenses*

Advertising (cards,website.etc)	
Filing Fees	
Clerical Services & Paralegal	
Computer Software & supplies	
Firm Meetings	
Entertainment	
Business Meals	
Equipment Rental	
FAX Supplies	
Gifts & Greeting Cards	
Office Supplies	
Photocopy Expenses	
Professional Expenses	
Accounting	
Postage & Delivery	
Research	
Marketing & Practice Development	
Technical Publications	
Other: _____	

## *Equipment Purchases*

FAX Machine, Calculator , Copier	
Recorders and Phones	
Computers and Printers	
Modems and Peripherals	
Others: _____	

## *Travel – Out of Town*

Airfare	
Car Rental, Taxi, Bus,Train, and Subway	

Parking andTolls	
Lodging ( do not combine with meals)	
Meals ( enter 100% of expenses)	
Porter, Maid, and Laundry	
Telephone Calls (including home)	
Other: _____	