



# ADDITIONAL PROFESSIONAL EXPENSES for Attorneys

Name: \_\_\_\_\_ SS # \_\_\_\_\_ Tax Year: \_\_\_\_\_

### PROFESSIONAL FEES & DUES:

- Association Dues .....\$ \_\_\_\_\_
- Credentials .....\$ \_\_\_\_\_
- License .....\$ \_\_\_\_\_
- Professional Associations .....\$ \_\_\_\_\_
- Union Dues .....\$ \_\_\_\_\_
- Other .....\$ \_\_\_\_\_

### CONTINUING EDUCATION

- Correspondence Course Fees.....\$ \_\_\_\_\_
- Course Registration .....\$ \_\_\_\_\_
- Continuing Prof. Education .....\$ \_\_\_\_\_
- Materials & Supplies .....\$ \_\_\_\_\_
- Photocopy Expense .....\$ \_\_\_\_\_
- Reference Material .....\$ \_\_\_\_\_
- Research Expenses.....\$ \_\_\_\_\_
- Seminar Fees.....\$ \_\_\_\_\_
- Textbooks.....\$ \_\_\_\_\_
- Other .....\$ \_\_\_\_\_

### TELEPHONE EXPENSES

- FAX Transmissions .....\$ \_\_\_\_\_
- Paging Service.....\$ \_\_\_\_\_
- Toll, Cellular & Pay Calls.....\$ \_\_\_\_\_
- Other .....\$ \_\_\_\_\_

### AUTO TRAVEL (In Miles)

- Court Appearances .....\$ \_\_\_\_\_
- Client Meetings.....\$ \_\_\_\_\_
- Continuing Prof. Education .....\$ \_\_\_\_\_
- Practice Development.....\$ \_\_\_\_\_
- Out of Town Business Trips .....\$ \_\_\_\_\_
- Purchasing Supplies & Materials.\$ \_\_\_\_\_
- Professional Society Meetings .....\$ \_\_\_\_\_
- Parking Fees & Tolls .....\$ \_\_\_\_\_
- Other .....\$ \_\_\_\_\_

### SUPPLIES & EXPENSES:

- Briefcase & Business Cards .....\$ \_\_\_\_\_
- Business Meals (Enter 100%).....\$ \_\_\_\_\_
- Filing Fees.....\$ \_\_\_\_\_
- Clerical Services & Paralegal.....\$ \_\_\_\_\_

- Computer Software & Supplies ...\$ \_\_\_\_\_
- Firm Meetings.....\$ \_\_\_\_\_
- Entertainment (enter 100%) .....\$ \_\_\_\_\_
- Equipment Repair.....\$ \_\_\_\_\_
- FAX Supplies.....\$ \_\_\_\_\_
- Gifts & Greeting Cards .....\$ \_\_\_\_\_
- Gifts -Business (\$25. max per person/per yr) .....\$ \_\_\_\_\_
- Other on-line charges .....\$ \_\_\_\_\_
- Accounting & Professional Fees ..\$ \_\_\_\_\_
- Office & Stationary Expense .....\$ \_\_\_\_\_
- Photocopy Expenses.....\$ \_\_\_\_\_
- Postage, Shipping & Messenger...\$ \_\_\_\_\_
- Library & Research Costs.....\$ \_\_\_\_\_
- Marketing & Practice Development\$ \_\_\_\_\_
- Technical Publications.....\$ \_\_\_\_\_
- Other .....\$ \_\_\_\_\_

### EQUIPMENT PURCHASES:

- Cellular Phone .....\$ \_\_\_\_\_
- FAX Machine, Calculator, Copier \$ \_\_\_\_\_
- Pager, Recorder, Phone.....\$ \_\_\_\_\_
- Computer & Printer.....\$ \_\_\_\_\_
- Modem, computer peripherals....\$ \_\_\_\_\_
- Other .....\$ \_\_\_\_\_

### TRAVEL OUT OF TOWN:

- Airfare.....\$ \_\_\_\_\_
- Car Rental, Taxi, Train etc.....\$ \_\_\_\_\_
- Parking & Tolls.....\$ \_\_\_\_\_
- Lodging (do not combine w/meals) \$ \_\_\_\_\_

### MISCELLANEOUS:

- Liability Insurance, Business.....\$ \_\_\_\_\_
- Subscriptions .....\$ \_\_\_\_\_
- Resume.....\$ \_\_\_\_\_
- Meals (enter 100% of expense) ....\$ \_\_\_\_\_
- Porter, Maid & Laundry .....\$ \_\_\_\_\_
- Telephone Calls (incl home) .....\$ \_\_\_\_\_
- Other .....\$ \_\_\_\_\_

Use back side to list any additional information  
attach all other documentation.

04 Attorneys 2010

ALL FEES PAYABLE AT TIME OF SERVICE OR PRIOR TO E-FILING • CASH, CHECK, CREDIT CARD