



# Attorneys

| <i>Professional Fees &amp; Dues</i>   |  | <i>Supplies &amp; Expenses</i>           |  |
|---------------------------------------|--|--|--|
| Association Dues                      |  | Briefcase & Business Cards               |  |
| Credentials                           |  | Business Meals (enter 100% of expenses)  |  |
| License                               |  | Filing Fees                              |  |
| Professional Associations             |  | Clerical Service & Paralegal             |  |
| Union Dues                            |  | Computer Software & Supplies             |  |
| Other: _____                          |  | Computer Supplies                        |  |
| <b><i>Continuing Education</i></b>    |  | Firm Meetings                            |  |
| Continuing Professional Education     |  | Entertainment (enter 100% of expense)    |  |
| Course Registration                   |  | Equipment Repair                         |  |
| Materials & Supplies                  |  | Gifts & Greeting Cards                   |  |
| Photocopy Expense                     |  | Lexus/Nexus & other On-Line Charges      |  |
| Reference Material                    |  | Accounting & Professional Services       |  |
| Research Expenses                     |  | Office & Stationary Expenses             |  |
| Seminar Fees                          |  | Photocopy Expenses                       |  |
| Textbooks                             |  | Postage & Shipping                       |  |
| Other: _____                          |  | Library & Research Costs                 |  |
| <b><i>Communication Expenses</i></b>  |  | Marketing & Practice Development         |  |
| Smartphone data service               |  | Technical Publications                   |  |
| Internet, Skype and Web based service |  | Other: _____                             |  |
| Telephone                             |  | <b><i>Equipment Purchases</i></b>        |  |
| Other: _____                          |  | Cellular Phone                           |  |
| <b><i>Auto Travel (In miles)</i></b>  |  | FAX Machine, Calculator, and Copier      |  |
| Court Appearances                     |  | Smart Phone                              |  |
| Client Meetings                       |  | Computers and Printers                   |  |
| Continuing Professional Education     |  | Tablets & other Technology               |  |
| Practice Development                  |  | Other: _____                             |  |
| Out of Town Business Trips            |  | <b><i>Travel - Out of Town</i></b>       |  |
| Purchasing Job Supplies & Materials   |  | Airfare                                  |  |
| Professional Society Meetings         |  | Car Rental, Taxi, Bus, Train, and Subway |  |
| Parking Fees and Tolls (\$)           |  | Parking and Tolls                        |  |
| Other: _____                          |  | Lodging (do not combine with meals)      |  |
| <b><i>Miscellaneous Expenses</i></b>  |  | Meals (enter 100% of expense)            |  |
| Liability Insurance - Business        |  | Porter, Maid, and Laundry                |  |
| Subscriptions                         |  | Telephone Calls (including home)         |  |
| Resume`                               |  | Other: _____                             |  |