



Real Estate Professionals

Auto Travel (In miles)

Client Meetings	
Continuing Education	
Escrow & Loan Office Trips	
Out of Town Business Trips	
Showing Property	
Parking Fees (\$)	
Tolls (\$)	
Other: _____	

Travel - Out of Town

Airfare	
Bridge & Highway Tolls	
Bus, Subway, Train, & Taxi	
Car Rental	
Parking	
Lodging (do not combine with meals)	
Meals (do not combine with lodging)	
Communications & Wi-Fi Access	
Laundry	
Porter, Bell Captain	
Other: _____	

Professional Fees & Dues

Association Dues	
Chamber of Commerce	
License Fees	
Realty Board	
Other: _____	

Communication Expenses

Cellular & Smart Phone Service	
FAX & On Line Data Services	
Land Line	
Skype/Internet Phone Service	
Other: _____	

Continuing Education

Course Fees	
Materials, Supplies & Textbooks	
Seminars & Motivational DVDS	
Other: _____	

Supplies & Expenses

Advertising, Signs, Flags & Banners	
Attorney & Appraisal Fees	
Bank Charges	
Online Advertising & Services	
Business Meals (enter 100%)	
Equipment Repair	
FAX Supplies	
Finders Fees	
Gifts, Flowers, & Greeting Cards	
GPS/Navigation Map Software	
Insurance - E. & O. and Liability	
Legal & Professional Services	
Lock Boxes, Keys & Locksmith	
Multiple Listing Service	
Office Expenses	
On-Line Service Costs	
Open House Expenses	
Photos, CD, DVD Expense	
Photocopy Expenses	
Postage & Shipping	
Referral Fees	
Rent	
Repairs to Sell Listed Property	
Software	
Other: _____	

Equipment Purchases

Camera	
Cellular and Smart Phones	
Computers & Laptops	
Computer Peripherals	
Fax Machine	
Tablets & E-Readers	
Telephone	
Copier	
Printers	
Scanners	
Other: _____	