

Computer & IT Professionals

Professional Fees & Dues			
License Fees	\$	Professional Associations	\$
Association Dues	\$	Credentials	\$
Other	\$	Other	\$
Supplies & Expenses		Equipment Purchases	
Briefcase & Laptop Case	\$	Notebook Computer	\$
Business Meals (100% Expense)	\$	Copier/Fax/Scanner	\$
Business Cards	\$	Cell Phone	\$
Clerical & Bookkeeping Service	\$	Desktop Computers & Printers	\$
Computer Software	\$	Desktop Computers & Printers	\$
Computer Supplies	\$	Other	\$
Customer List/Database Cost	\$	Other:	\$
Entertainment (100% Expense)	\$	Auto & Truck Use (In Miles)	
Equipment Repair	\$	Between Jobs or Locations	mi.
Development Costs	\$	Client Meetings	mi.
Client Gifts & Greeting Cards	\$	Continuing Education	mi.
ISP & Internet Access	\$	Job Seeking	mi.
Legal & Professional Services	\$	Out of Town Work Trips	mi.
Office, Stationary & Fax Supplies	\$	Purchasing Job Supplies/Materials	\$
Website Development Costs	\$	Professional Society Meetings	mi.
Postage & Shipping	\$	Parking Fees & Tolls	\$
Sub-Contractor Labor	\$	Other	\$
Networking Expenses	\$	Continuing Education	
Technical Publications (Docs.)	\$	Airfare	\$
Continuing Education		Car Rental/ Parking Fees	\$
Correspondence Course Fees	\$	UBER/Lyft/Taxi/Transportation	\$
Registration/ Seminar Fees	\$	Lodging (Meals not included)	\$
Documentation	\$	Meals (Lodging not included)	\$
Books & Supplies	\$	Hotel Tips	\$
Photocopy Expense	\$	Cleaning & Laundry	\$
Reference Material	\$	Telephone Calls	\$
Research Expenses	\$	Other:	\$
Miscellaneous		Communication Expenses	
Liability Insurance	\$	E-Fax	\$
Subscriptions	\$	Cell Phone Service	\$
Resume	\$	Internet Access (Cable, DSL, Etc.)	\$
Domain Name & Registration Fees	\$	Other:	\$

Deductions are only allowed for items necessary for BUSINESS USE ONLY, not personal use

