

Teachers and Education Professionals

<i>Professional Fees & Dues</i>		<i>Travel - Out of Town</i>	
Alumni Dues		Airfare	
Association Dues		Bridge & Highway Tolls	
Credentials		Bus & Subway	
Parent Teacher Groups		Car Rental	
School and Union Dues		Parking	
Other: _____		Taxi and Train	
<i>Continuing Education</i>		Lodging (do not combine with meals)	
Course Fees		Meals (do not combine with lodging)	
Course Registration		Communications & Wi-Fi Access	
Lab Fees		Laundry	
Materials & Supplies		Porter, Bell Captain	
Photocopy Expense		Other: _____	
Reference Material		<i>Classroom Supplies</i>	
Research Expenses		Arts & Crafts Materials	
Seminar Fees		Audio Visual Rentals	
Textbooks		Audio Visual Supplies	
Transcripts		Books and Music	
Tuition		CDs, DVDs, Downloads	
Other: _____		Classroom Decorations	
<i>Communication Expense</i>		Computers and Printers	
Cellular & Data Service		Computer Software	
On Line Communications		Film & Processing	
Land Line		Grading Expenses	
Skype & Internet Phone Service		Newspapers and Magazines	
Other: _____		On-Line Services	
<i>Auto Travel (In miles)</i>		Paper, Stationary, and Printing	
Away from Home Overnight		Party Supplies	
Between Jobs or Job Locations		Photocopy Expense	
Continuing Education		Student Prizes & Awards	
Field Trips		Trophies	
Library Trips		Videos	
Meetings		Visual Aids	
Purchasing Job Supplies & Materials		Other: _____	
Professional Society Meetings		<i>Miscellaneous Expenses</i>	
School Functions		Liability Insurance - Business	
Seminars		Periodicals	
Parking Fees and Tolls (\$)		Professional Subscriptions	
Other: _____		Resume`	