

**AUTO TRAVEL (Commuting is not deductible)**

Client Meetings (miles)	_____	Continuing Education (miles)	_____
Escrow & Loan Office Trips (miles)	_____	Out of Town Business Trips (miles)	_____
Showing Property (miles)	_____	Parking Fees (\$)	_____
Tolls (\$)	_____	Post Office and Banking	_____

**TRAVEL OUT OF TOWN**

Airfare & Train	_____	Taxi, Bus, Subway, Uber, Lyft	_____
Bridge & Highway Tolls	_____	Car Rental	_____
Parking	_____	Lodging (do not combine w/meals)	_____
Telephone Calls (including home)	_____	Other _____	_____

**PROFESSIONAL FEES & DUES**

Association & Board Dues	_____	Chamber of Commerce	_____
License	_____	Other _____	_____

**TELECOMMUNICATIONS AND INTERNET EXPENSES**

Cellular Services	_____	Website	_____
Telephone	_____	Other _____	_____
Internet Access	_____		

**CONTINUING EDUCATION**

Course & Seminar Fees	_____	Materials Supplies & Text Books	_____
Other _____	_____		

**EQUIPMENT PURCHASES**

Calculator	_____	Computer Equipment	_____
Copy Machine	_____	Fax Machine	_____
Cloud Servicing	_____	Other _____	_____

**SUPPLIES & EXPENSES**

Advertising, Signs, Flags, etc.	_____	Briefcase & Work bag	_____
Bank Charges	_____	Stationery	_____
Business Meals	_____	Business Cards	_____
Clerical Services	_____	Computer Software & Supplies	_____
Courier Service	_____	Entertainment (100% of expenses)	_____
Equipment Repair	_____	Gifts & Flowers	_____
Finders & Referral Fees	_____	Insurance (E&O and Liability)	_____
Greeting Cards	_____	Home Office	_____
Legal & Professional Services	_____	Office Utilities	_____
Books	_____	Office Furniture	_____
Office Supplies	_____	Postage	_____
Printing & Duplicating Expenses	_____	Uniform	_____
Rent Repairs to Sell Listed Property	_____	Other _____	_____