Teachers & Education Professionals

Name: _____

Phone: _____

Professional Fees & Dues		
Alumni Dues	$	
Association Dues	$	
Credentials	$	
Parent Teacher Groups	$	
School and Union Dues	$	
Other:	$	

Continuing Education		
Correspondence Course Fees	$	
Course Registration	$	
Lab Fees	$	
Materials & Supplies	$	
Photocopy Expense	$	
Reference Material	$	
Research Expenses	$	
Seminar Fees	$	
Textbooks	$	
Transcripts	$	
Tuition	$	
Other:	$	

Telephone Expenses		
Cellular Charges	$	
Other:	$	

Auto Travel (In miles)		
Away from Home Overnight	mi	
Between Jobs or Job Locations	mi	
Continuing Education	mi	
Field Trips	mi	
Library Trips	mi	
Meetings	mi	
Purchasing Job Supplies & Materials	mi	
Professional Society Meetings	mi	
School Functions	mi	
Seminars	mi	
Parking Fees and Tolls ($)	$	
Other:	mi	
Other:	mi	
Other:	mi	
Other:	mi	
Other:	mi	
Other:	mi	
Other:	mi	
Other:	mi	

Travel - Out of Town		
Airfare	$	
Car Rental	$	
Parking	$	
Taxi and Train	$	
Bus & Subway	$	
Lodging (do not combine with meals)	$	
Meals (do not combine with lodging)	$	
Porter, Bell Captain	$	
Laundry	$	
Bridge & Highway Tolls	$	
Telephone Calls (including home)	$	
Other:	$	

Classroom Supplies		
Arts & Crafts Materials	$	
Audio Visual Rentals	$	
Audio Visual Supplies	$	
Books and Music	$	
Classroom Decorations	$	
Computer Software	$	
Film & Processing	$	
Grading Expenses	$	
On-Line Services	$	
Computers and Printers	$	
Newspapers and Magazines	$	
Paper, Stationary, and Printing	$	
Party Supplies	$	
Photocopy Expense	$	
Records, Tapes, etc.	$	
Student Prizes & Awards	$	
Trophies	$	
Visual Aids	$	
Video Tapes	$	
Other:	$	

Miscellaneous Expenses		
Liability Insurance - Business	$	
Periodicals	$	
Professional Subscriptions	$	
Resume`	$	
Other:	$	
Other:	$	
Other:	$	
Other:	$	