Writers

Name: _____

Phone: _____

Professional Fees & Dues		
Association Dues	$	
Credentials	$	
License	$	
Professional Associations	$	
Union Dues	$	
Other:	$	

Continuing Education		
Books Purchased for Research	$	
College Courses	$	
Correspondence Course Fees	$	
Courses Registration	$	
Materials & Supplies	$	
Photocopy Expense	$	
Reference Material	$	
Seminar Fees	$	
Textbooks	$	
Other:	$	

Telephone Expenses		
FAX Transmissions	$	
Paging Service	$	
Toll, Cellular, and Pay Calls	$	
Other:	$	

Auto Travel (In miles)		
Between Jobs or Locations	mi	
Client & Publisher Meetings	mi	
Continuing Education	mi	
Job Seeking	mi	
Out of Town Business Trips	mi	
Purchasing Job Supplies & Materials	mi	
Professional Society Meetings	mi	
Parking Fees and Tolls ($)	$	
Other:	mi	

Miscellaneous Expenses		
Liability Insurance - Business	$	
Subscriptions	$	
Resume`	$	
Commissions - Agent/Gallery	$	
Other:	$	
Other:	$	
Other:	$	
Other:	$	
Other:	$	

Supplies & Expenses		
Briefcase	$	
Business Meals	$	
Clerical Service	$	
Computer Software	$	
Computer Supplies	$	
Customer Lists	$	
DVDs, Films & Videos for Research	$	
Entertainment	$	
Equipment Repair	$	
FAX Supplies	$	
Gifts & Greeting Cards	$	
Legal & Professional Services	$	
Office Expenses	$	
On-Line Charges	$	
Photocopy Expenses	$	
Postage & Shipping	$	
Stationery	$	
Website Development & Hosting	$	
Other:	$	
Other:	$	

Equipment Purchases		
Cellular Phone	$	
FAX Machine, Calculator, and Copier	$	
Pager, Recorder, PDA and Phone	$	
Computers and Printers	$	
Modems and computer peripherals	$	
Other:	$	

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