

Bank/Mortgage Officer

Auto Travel (Mileage)

Between Jobs or Job Locations	
Client Meetings	
Continuing Education	
Job Search	
Out of Town Business Trips	
Purchasing Job Supplies & Materials	
Professional Society Meetings	
Parking Fees and Tolls	
Other: _____	

Travel – Out of Town

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

Educational Costs

Correspondence Course Fees	
Course Registration	
Materials, Supplies & Photocopy Expense	
Reference Material	
Seminar Fees	
Textbooks	
Motivational Tapes	
Other: _____	

Equipment Purchases

FAX Machine, Calculator, and Copier	
Pager, Recorder, and Phone	
Computers and Printers	
Other: _____	

Telephone Expenses

FAX Transmissions	
Paging Service	
Toll, Cellular, and Pay Calls	
Other: _____	

Supplies & Expenses

Briefcase	
Business Meals (50% of expenses)	
Business Cards	
Clerical Service	
Computer Software	
Computer Supplies	
Customer Lists	
Entertainment (100% of expense)	
Equipment Repair	
FAX Supplies	
Gifts & Greeting Cards	
On-Line Charges	
Legal & Professional Services	
Office Expenses	
Photocopy expenses	
Postage	
Shipping	
Stationary	
Processor Fees	
Other: _____	

Professional Fees & Dues

Association Dues	
License	
Union Dues	
Other: _____	

Miscellaneous Expenses

Liability Insurance – Business	
Subscriptions	
Notary Registration/Fees	
Resume	