Teachers and Education Professionals

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

FAX Transmissions	
Pager	
Toll Calls	
Cellular Charges	
Other:_____	

Auto Travel (In miles)

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

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`	