

Professional		Travel	
Alumni Dues	\$ _____	Airfare	\$ _____
Association Dues	\$ _____	Bus/Subway	\$ _____
Credentials	\$ _____	Car Rental	\$ _____
Parent-Teacher Groups	\$ _____	Highway Tolls	\$ _____
School and Union Dues	\$ _____	Laundry	\$ _____
Other:	\$ _____	Lodging (not including meals)	\$ _____
Classroom Supplies		Meals (not including lodging)	\$ _____
Arts & Crafts Materials	\$ _____	Parking Fees	\$ _____
Audio Visual Equipment	\$ _____	Taxi/Train	\$ _____
Books & Music	\$ _____	Telephone Calls	\$ _____
Classroom Decorations	\$ _____	Other:	\$ _____
Computers Software	\$ _____	Other:	\$ _____
Computers/Printers	\$ _____	Miscellaneous	
Newspaper/Magazines	\$ _____	Liability Insurance - Business	\$ _____
Online Services	\$ _____	Periodicals	\$ _____
Paper/Stationary	\$ _____	Professional Subscriptions	\$ _____
Party Supplies	\$ _____	Other:	\$ _____
Photocopy Expenses	\$ _____	Other:	\$ _____
Printer Supplies	\$ _____	Other:	\$ _____
Student Prizes & Awards	\$ _____	Telephone	
Trophies	\$ _____	Cellular Charges	\$ _____
Video Tapes	\$ _____	Other:	\$ _____
Visual Aids	\$ _____	Auto Travel	
Other:	\$ _____	Away from Home (Overnight)	mi _____
Other:	\$ _____	Between Job Locations	mi _____
Other:	\$ _____	Continuing Education	mi _____
Other:	\$ _____	Field Trips	mi _____
Other:	\$ _____	Library Trips	mi _____
Continuing Education		Meetings	mi _____
Course Registration	\$ _____	Parking Fees/Tolls	\$ _____
Lab Fees	\$ _____	Professional Society Meetings	mi _____
Materials & Supplies	\$ _____	Purchasing Job Supplies	mi _____
Reference Material	\$ _____	School Functions	mi _____
Research Expenses	\$ _____	Seminars	mi _____
Seminar Fees	\$ _____	Other:	mi _____
Textbooks	\$ _____	Other:	mi _____
Transcripts	\$ _____	Other:	mi _____
Tuition	\$ _____	Other:	mi _____
Other:	\$ _____	Other:	mi _____