



Tel: 866.684.9935

235 Peachtree Street NW | Ste. 400 | Atlanta, GA 30303

TEACHERS & EDUCATION PROFESSIONALS

Professional Fees & Dues		Travel - Out of Town	
Alumni Dues		Airfare	
Association Dues		Car Rental	
Credentials		Parking	
Parent Teacher Groups		Taxi and Train	
School and Union Dues		Bus & Subway	
Other: _____		Lodging (do not combine with meals)	
Continuing Education		Meals (do not combine with lodging)	
Correspondence Course Fees		Porter, Bell Captain	
Course Registration		Laundry	
Lab Fees		Bridge & Highway Tolls	
Materials & Supplies		Telephone Calls (including home)	
Photocopy Expense		Other: _____	
Reference Material		Classroom Supplies	
Research Expenses		Arts & Crafts Materials	
Seminar Fees		Audio Visual Rentals	
Textbooks		Audio Visual Supplies	
Transcripts		Books and Music	
Tuition		Classroom Decorations	
Other: _____		Computer Software	
Telephone Expenses		Film & Processing	
FAX Transmissions		Grading Expenses	
Pager		On-Line Services	
Toll Calls		Computers and Printers	
Cellular Charges		Newspapers and Magazines	
Other: _____		Paper, Stationary, and Printing	
Auto Travel (In miles)		Party Supplies	
Away from Home Overnight		Photocopy Expense	
Between Jobs or Job Locations		Records, Tapes, etc.	
Continuing Education		Student Prizes & Awards	
Field Trips		Trophies	
Library Trips		Visual Aids	
Meetings		Video Tapes	
Purchasing Job Supplies & Materials		Other: _____	
Professional Society Meetings		Miscellaneous Expenses	
School Functions		Liability Insurance - Business	
Seminars		Periodicals	
Parking Fees and Tolls (\$)		Professional Subscriptions	
Other: _____		Resume`	