

Name: _____

1. Auto Travel

- _____ Client meetings (mi)
- _____ Continuing education(mi)
- _____ Escrow & loan office trips (mi)
- _____ Out of town business trips(mi)
- _____ Showing property(mi)
- \$ _____ Parking fees & Tolls
- \$ _____ Other: _____

2. Travel – Out of Town

- \$ _____ Airfare
- \$ _____ Bus & shuttle
- \$ _____ Bridge & highway tolls
- \$ _____ Car rental
- \$ _____ Laundry
- \$ _____ Lodging (do not combine with meals)
- \$ _____ Meals (do not combine with lodging)
- \$ _____ Parking
- \$ _____ Porter, bellcaptain
- \$ _____ Taxi/Train
- \$ _____ Telephone calls (including home)
- \$ _____ Other: _____

3. Professional Fee & Dues

- \$ _____ Association dues
- \$ _____ Chamber of Commerce
- \$ _____ License
- \$ _____ Realty Board
- \$ _____ M.L.S. fees
- \$ _____ Other: _____

4. Telephone Expenses

- \$ _____ Cellular service
- \$ _____ Fax transmissions
- \$ _____ Paging service
- \$ _____ Payphone
- \$ _____ Toll calls
- \$ _____ 2nd homeline
- \$ _____ Internet
- \$ _____ Other: _____

5. Continuing Education

- \$ _____ Correspondence course fees
- \$ _____ Materials, supplies & textbooks
- \$ _____ Seminar fees
- \$ _____ Other: _____

6. Equipment Purchases

- \$ _____ Answering machine
- \$ _____ Calculator
- \$ _____ Camera & accessories
- \$ _____ Computer equipment
- \$ _____ Copy machine
- \$ _____ Fax machine
- \$ _____ Pager
- \$ _____ Recorder
- \$ _____ Telephone
- \$ _____ Printer
- \$ _____ Other: _____

7. Supplies & Expenses

- \$ _____ Advertising, signs, flags & banners
- \$ _____ Appraisal fees
- \$ _____ Attorney fees
- \$ _____ Bank charges
- \$ _____ Briefcase
- \$ _____ Business meals
- \$ _____ Business cards
- \$ _____ Clerical service
- \$ _____ Computer software & supplies
- \$ _____ Courier service
- \$ _____ Entertainment /Promotion
- \$ _____ Equipment repair
- \$ _____ Fax supplies
- \$ _____ Film & processing
- \$ _____ Gifts & flowers
- \$ _____ Greeting cards
- \$ _____ Insurance - E&O and Liability
- \$ _____ Legal & professional services
- \$ _____ Lock boxes, keys & locksmith
- \$ _____ Mapbook
- \$ _____ Multiple listing services
- \$ _____ Office expenses
- \$ _____ Open House expenses
- \$ _____ Photocopy expenses
- \$ _____ Postage
- \$ _____ Processor fees
- \$ _____ Referral fees
- \$ _____ Rent
- \$ _____ Repairs to sell listed property
- \$ _____ Shipping
- \$ _____ Stationery
- \$ _____ Escrow closing costs
- \$ _____ Website expenses