# Teachers and Education Professionals

## Professional Fees & Dues
- Alumni Dues
- Association Dues
- Credentials
- Parent Teacher Groups
- School and Union Dues
- 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)

### Continuing Education
- Correspondence Course Fees
- Course Registration
- Lab Fees
- Materials & Supplies
- Photocopy Expense
- Reference Material
- Research Expenses
- Seminar Fees
- Textbooks
- Transcripts
- Tuition
- Other: __________________________

### Classroom Supplies
- Arts & Crafts Materials
- Audio Visual Rentals
- Audio Visual Supplies
- Books and Music
- Classroom Decorations
- Computer Software

### 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
- Professional Subscriptions
- Other: __________________________

### Miscellaneous Expenses
- Liability Insurance - Business
- Periodicals
- Professional Subscriptions
- Resume

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This information provided by Riley & Associates, P.C.
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