



Checklist: Un-Reimbursed Business Expenses for Professionals

	Monthly Estimate	Annual Estimate
PROFESSIONAL FEES & DUES		
Alumni Dues		\$0.00
Association Dues		\$0.00
Credentials		\$0.00
		\$0.00
Other		\$0.00
Total		\$0.00

	Monthly Estimate	Annual Estimate
CONTINUING EDUCATION		
Correspondence Course Fees		\$0.00
Course Registration		\$0.00
Lab Fees		\$0.00
Materials & Supplies		\$0.00
Photocopy Expense		\$0.00
Reference Material		\$0.00
Research Expenses		\$0.00
Seminar Fees		\$0.00
Textbooks		\$0.00
Transcripts		\$0.00
Tuition		\$0.00
Total		\$0.00

PHONE / INTERNET EXPENSES/Home Office		
Cell Phone	\$75.00	\$900.00
Internet Charges	\$50.00	\$600.00
Cell Phone Purchase	annual	
Home Office	annual	\$1,500.00
Total		\$3,000.00

ANNUAL AUTO TRAVEL (IN MILES)		
Business Miles-Sales Calls, etc.	10000	\$5,750.00
	0	\$0.00
	0	\$0.00
	0	\$0.00
	0	\$0.00
	0	\$0.00
	0	\$0.00
	0	\$0.00
	0	\$0.00
	0	\$0.00
Total		\$5,750.00

	Monthly Estimate	Annual Estimate
TRAVEL - OUT OF TOWN		
Airfare	annual	\$0.00
Car Rental	annual	\$0.00
Parking	annual	\$0.00
Taxi and Train	annual	\$0.00
Bus & Subway	annual	\$0.00
Lodging (do not combine with meals)	annual	\$0.00
Internet Access	annual	\$0.00
Meals (do not combine with lodging)	annual	\$0.00
Porter, Bell Captain	annual	\$0.00
Laundry	annual	\$0.00
Parking Fees / Highway Tolls	annual	\$0.00
Total		\$0.00

SUPPLIES		
Videos		\$0.00
Audio Visual Rentals		\$0.00
Audio Visual Supplies		\$0.00
Computer Software		\$0.00
Printer		\$0.00
Newspapers and Magazines		\$0.00
Paper, Stationary, and Printing		\$0.00
other		\$0.00
		\$0.00
		\$0.00
		\$0.00

Client Meals		\$0.00
Gifts		\$0.00
Tools and Equipment		\$0.00
		\$0.00
		\$0.00
		\$0.00
Total		\$0.00

MISCELLANEOUS EXPENSES		
Liability Insurance - Business		\$0.00
Professional Subscriptions / Periodicals		\$0.00
Office Exp. ink, paper. Furniture, etc.		\$0.00
Laptop, PC, IPAD, etc	annual	\$0.00
Total		\$0.00

PLEASE DIRECT ANY QUESTIONS TO:

Customer Service

Office 877-738-1119

email:questions@mycpplus.com

CP+PLUS / P.O. BOX 1083, OLIVEHURST, CA 95961

	Monthly Estimate	Annual Estimate
EXPENSE SUB-TOTALS		
PROFESSIONAL FEES & DUES	annual	\$0.00
CONTINUING EDUCATION	annual	\$0.00
PHONE / INTERNET ACCESS	annual	\$3,000.00
TRAVEL EXPENSES	annual	\$5,750.00
CLASSROOM SUPPLIES	annual	\$0.00
MISCELLANEOUS EXPENSES	annual	\$0.00
Total		\$8,750.00