## Continuing Education
- Coaching & Lessons Expense
- Dance Training
- Music - Arrangements
- Downloads, CDs, & Recordings Training
- Rents - Rehearsal Hall
- Tickets - Performance Audit
- Voice Training
- Other: ____________________

## Auto Travel (In miles)
- Audition Travel
- Business Meetings
- Continuing Education
- Job seeking
- Out-Of-Town Business Trips
- Purchasing Job Supplies
- Professional Society Meetings
- Parking Fees & Tolls ($)
- Other: ________________

## Promotional Expenses
- Audition Tapes, Videos & DVDs
- Business Cards
- Film & Processing
- Mailing Supplies - Envelopes, etc.
- Photos - Professional
- Resume’ and Portfolio Expenses
- Website Development & Hosting
- Other:____________________

## Travel - Out of Town
- Airfare
- Car Rental
- Bridge & Highway Tolls
- Parking
- Taxi, Train, Bus & Subway
- Lodging (do not combine with meals)
- Meals (do not combine with lodging)
- Communications & WiFi access
- Laundry and Porter
- Apartment Rent (jobs lasting less than 1 year)

## Supplies & Expenses
- Alterations/Repairs (costumes)
- Cleaning (costume/wardrobe)
- Costumes - Wardrobe (special)
- Commissions - Agent/Manager
- Gifts - Business ($25.00 maximum per person per year)
- Dues - Union & Professional
- Insurance - Equipment
- Interest - Business Loans
- Makeup - Cosmetics (special business)
- Manicure - (special for hand inserts)
- Meals - Business (enter 100% of cost)
- Photocopy - Scripts, etc.
- Postage & Office Supplies
- Props, Stunt Supplies
- Publications - Trade
- Rents - Office, Storage, etc.
- Rents - Equipment & Costumes
- Repairs - Equipment
- Secretarial & Bookkeeping
- Other: ________________

## Communication Costs
- Cellular & Smart Phone Services
- FAX & On Line Data Services
- Paging & Call Forwarding Services
- Skype & Internet Phone Service
- Land Line
- Other:____________________

## Equipment Purchases
- Audio Systems
- Camera & Video Equipment
- Cellular & Smart Phone
- Computers & Laptops
- Fax, Copiers and Printers
- Musical Instruments
- Office Furniture
- Speaker Systems
- Tablets & E-Readers
- Other: ________________