

ACTORS, DIRECTORS, & OTHER PERFORMING ARTISTS

CONTINUING EDUCATION		AUTO TRAVEL (in miles)	
Coaching & Lessons Expense		Audition Travel	
Dance Training		Business Meetings	
Music – Arrangements Tapes, CDs, & Recordings Training		Continuing Education	
		Job Seeking	
		Out-Of-Town Business Trips	
Rents – Rehearsal Hall		Purchasing Job Supplies & Materials	
Tickets – Performance Audit		Professional Society Meetings	
Voice Training		Parking Fees & Tolls (\$)	
Other : _____		Other: _____	
PROMOTIONAL EXPENSES		TRAVEL-OUT OF TOWN	
Audition Tapes, Videos & DVD's		Airfare	
Business Cards		Car Rental	
Film & Processing		Parking	
Mailing Supplies – Envelopes, etc.		Taxi, Train, Bus & Subway	
Photos – Professional		Lodging (do not combine with meals)	
Website Development & Hosting		Apartment Rent (jobs lasting less than 1 year)	
Resume and Portfolio Expenses		Meals (do not combine with lodging)	
Other: _____		Laundry and Porter	
SUPPLIES & EXPENSES		Bridge & Highway Tolls	
Alterations/Repairs (costumes)		Telephone Calls (including home)	
Cleaning (costume/wardrobe)		Other: _____	
Costumes – Wardrobe (special)		TELEPHONE COSTS	
Dues – Union & Professional		Cellular Calls	
Gifts- Business (\$25 per person per year)		Fax Transmissions	
Insurance – Equipment		On-Line Services	
Interest – Business Loans		Paging Service	
Makeup – Cosmetics (special business)		Pay Phone	
Manicure – (special for hand inserts)		Toll Calls	
Meals – Business (100% of cost)		Other: _____	
Photocopy – Scripts, etc.		EQUIPMENT PURCHASES	
Postage & Office Supplies		Answering Machine	
Props, Stunt Supplies		Personal Digital Assistants (PDAs)	
Publications- Trade		Audio Systems	
Rents – Office, Storage, etc.		Musical Instruments	
Rents- Equipment, Costumes, etc.		Pager and Recorder	
Repairs – Equipment		Camera & Video Equipment	
Secretarial & Bookkeeping		Speaker Systems	
Commissions – Agent/Manager		Computers, Software & Printers	
Other: _____		Office Furniture	
Other: _____		Other: _____	