

OFFICE CERTIFICATION & DUES EXPENSE LOG

Professional Licenses, Certifications, and Membership Dues

EMPLOYEE NAME

DEPARTMENT

JOB TITLE

REVIEW PERIOD / YEAR

DATE PAID	LICENSE / CERTIFICATION / ASSOCIATION NAME	ISSUING AUTHORITY / ORGANIZATION	LICENSE / MEMBER ID	EXPIRATION DATE	AMOUNT	STATUS

Subtotal	
Other Fees	
Total Expense	

EMPLOYEE SIGNATURE

DATE

AUTHORIZED APPROVER SIGNATURE

DATE
