

Overnight Business Travel expense worksheet

(Complete a separate schedule for each business overnight travel)

Payee (employee) Name		Payee Address							
Departure date		time	Return Date	time	number of nights				
Business purpose of travel									
General Expenses									
Date	Location	Business activity description	lodging	Air/bus/rail/taxi	car rental	personal car	toll/parking	telephon/internet	Subtotal
Subtotal									
Meals during overnight travel and other expenses									
Date	Location	Breakfast	Lunch	Dinner	Subtotal	Other (description)		Other (amount)	
Subtotal						Subtotal (other expenses during travel)			
Summary									Amount
transportation	Air/train/taxi/bus/others								
Auto expense	personal-owned:	business mileage		rate	toll/parking				
	company-owned	gas (only)		auto rental	toll/parking				
Lodging	actual expense w/ receipt		per-diem allowance by nights ¹		lodging taxes				
M & IE	actual expense w/ receipt		per-diem allowance by days ²		deduction				
Incidentals	Baggage fee & shipping		Cleaning & laundering		Biz Phone/fax				
others (specify)									
Total Expense									
less: travel advance									
Reimbursement									
Is the reimbursement included in your W-2?						Yes	No		

1 Per diem allowance for overnight lodging is only available for employee. It does not apply self-employed independent contracotrs and employees related to >10% employer-owner. Self-employed must use actual expense with receipt documentation.

2 Standard meal allowance applies to all business related travel whether you are an employee, self-employed or employees related th the employer-woners. or employees related to the employer-owner. Departure and return day are 75% of per diem.

I certify that these expenses were actual and incurred in business travel. accordance with Regulations.no portion of this claim was free of charge, previously reimbursed from any other source, or will be paid from any resource in the future.

Signature _____

Date _____