

Work related travel expenses worksheet

Taxpayer's name _____
Tax file number _____
Employer name _____
Year of income _____

1. General expenses of business travel

Expenses	Nights/ meals away		Actual expense but not exceeding per diem rates	=	Claim
Accommodation	_____ nights	x	\$ _____	=	\$ _____
Meals: Breakfasts	_____ b/fast	x	*\$ _____	=	\$ _____
Lunches	_____ lunches	x	*\$ _____	=	\$ _____
Dinner	_____ dinners	x	*\$ _____	=	\$ _____
Incidentals:	_____ incidentals	x	\$ _____	=	\$ _____
Total business travel expenses					\$ _____
Plus: Other expenses not mentioned above					
_____			\$ _____		
_____			\$ _____		\$ _____
Less: private component of the trips (i.e., if spouse or family member accompanying)					(\$ _____)
Total work-related travel claims (claim to be made at label B of Item D2)					<u>\$ _____</u>

* If the meal costs incurred while on business travel vary from day to day and your deductions vary accordingly, please provide a separate schedule of those expenses.