

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 <i>(claim to be made at label B of Item D2)</i>				\$ _____

* 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.