#### 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 Claim**

 **not exceeding per**

 **diem rates**

Accommodation nights x $ = $

Meals: Breakfasts b/fasts 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***)

\* 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.

Refer to : **TD 2022/10 for the 2023 income year**