■ OUT OF TOWN BUSINESS TRAVEL EXPENSES 2018

Instructions: Use this sheet to organize your travel expenses; or provide your own summary. List each trip separately if you wish to take the standard meal allowance, which varies by location and date. List amounts in U.S. currency in whole dollars and omitting dollar signs.

Trip	Destination, purpose of travel and employer if other than self	Dates of travel
A		
B		
C		
D		
E		
F		
G		
H		
I		
J		

EXPENSE	A	B	C	D	E	F	G	H	I	J
Travel to destination										
Lodging										
Local transportation										
Car rental										
Gas, oil, repairs for rental car										
Parking and tolls										
Telephone										
Other										
Meals and entertainment* (If blank, standard deduction will be calculated)										
Laundry and dry cleaning* (if not claiming standard allowance)										
Tips and gratuities* (if not claiming standard allowance)										

*Standard allowance includes meals, tips, and laundry, and varies according to location for U.S. & foreign travel.

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