

NAME _____

TAX YEAR: _____

Mileage/Travel (Business)

Company : _____
Dates worked w/Company _____
Miles from hotel to worksite (one way) _____
Miles home to work (one way) _____
Day worked each week _____
Per diem received/day ___ # of days ___ = ___
Total Miles _____

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Day worked each week _____
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Total Miles _____

TOTAL MILES DRIVEN IN YEAR _____ TOTAL BUSINESS MILES DRIVEN YEAR _____

Hotel/Apartment (Business Out of Town)

Company _____
Name of apart/hotel _____
Dates & No. of Month/weeks stayed _____
Cost monthly/weekly _____
Cost of utilities/mth _____
Cost of laundry/wk ___ # wks ___ total _____
Total cost _____

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Cost of laundry/wk ___ # wks ___ total _____
Total cost _____

TOTAL LIVING COST _____ UTILITIES _____ LAUNDRY _____

Meals (Business Out of Town)

Company _____
Dates & No. of months/month/wks stayed _____
Cost per month/wk _____
Total cost _____

Meals (Business Out of Town)

Company _____
Dates & No. of months/month/wks stayed _____
Cost per month/wk _____
Total cost _____

TOTAL COST OF MEALS _____

Other _____

NAME _____

TAX YEAR: _____