

TRAVEL TO "TEMPORARY ASSIGNMENT" EXPENSE QUESTIONNAIRE

MISC. SUPPLIES:

day planners, log books, convenience items for your auto/truck, any other consumable supplies.

UNIFORMS/SAFETY CLOTHING:

outer-wear for warmth, protection of regular clothing, special shoes & gloves required for safety standards, clothing with company logo you were required to purchase.

TOOLS:

tools you purchased in order to perform your job.

PHONE:

work-related long distance calls, business % of cell phone costs

HOTEL/LODGING: "Save Your Receipts!"

either total up all lodging costs or keep receipts as proof of travel & deduct using the per diem method.

MEALS WHILE AWAY: "Save Your Receipts!"

same as lodging costs; either total up cost of meals or keep all receipts & use the per diem method to deduct your expense.

TRAVEL DETAIL AWAY ON TEMPORARY ASSIGNMENT/LOCATION:

A temporary assignment is any location outside of a 45 mile radius of your regular work site. These can be broken down into six hour intervals. Time begins when you leave home & ends when you return.

Date: Left	Returned	Location	Days	Miles: To	From	Mileage on Job

VEHICLE EXPENSE:

(for additional vehicles, use the back of this page)

Yr / Make / Model <small>(800)</small>	_____	Date Purchased <small>(2)</small>	_____
ODOMETER Beginning:	_____	Lease / Purchase Price <small>(3)</small>	_____
READING: Ending:	_____	Lease Fees <small>(350)</small>	_____
Total Miles <small>(36)</small>	_____	Sales Tax <small>(sch.A)</small>	_____
Business Miles <small>(37)</small>	_____	Interest Paid <small>(345)</small>	_____
Commuting Miles <small>(38)</small>	_____	Insurance <small>(341)</small>	_____
Aug. Daily R/T Com. <small>(334)</small>	_____	Registration <small>(344)</small>	_____
		Parking/Tolls <small>(335)</small>	_____
		Gas <small>(338)</small>	_____
		Months Used <small>(333)</small>	_____
		Wash/Misc <small>(339)</small>	_____