



Sangelictax

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 “ Service with a Sangelic Touch ”

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.

The contents of this worksheet are confidential to the person it is addressed to please contact sender in the event it is not received by the intended person.