Cheat-Sheet

1170 Old Henderson Rd., Suite 109
Columbus, Ohio 43220
614-432-4748

Trip Expense- Charitable

Use this sheet for reasonable expenses on work done for a charity. Trip must be primarily for charitable purposes.

DATE	Description	Air/ Bus/ Rail	Car Rental	Tolls/ Park-ing	Taxi/ Car Service	Hotel	Subtotal
1 Jan							

Do not include expenses for entertainment.

DATE	Description	Breakfast	Lunch	Dinner		Other	Subtotal
	Total						