Cheat-Sheet

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The Mark Tax Service LLC

Trip Expense- Work

Use this sheet for any trips in which an overnight stay is required. Any amounts which are reimbursed by your employer will be subtracted for tax purposes.

DATE	Description	Air/ Bus/ Rail	Car Rental	Tolls/ Parking	Taxi/ Car Service	Telephone/ Fax/ Internet	Subtotal
1 Jan							

Include tips in price of meal. Use the other line for any expense involving entertaining clients.

DATE	Description	Hotel	Breakfast	Lunch	Dinner	Other	Subtotal
	Total						