

# Organizer

## Out Of Town (OOT) For Business

This worksheet is for (check one)

☐ ☐

Taxpayer Spouse

NAME (Taxpayer or Spouse)

1-person per worksheet



1-business per worksheet



TAX YEAR

BUSINESS (for these expenses)

WHERE	# OF DAYS	DATES	PURPOSE	FARE	LODGING	LOCAL TRANSP	OTHER / MISC - Must be explained in Notes below ↓	PER DIEM REC'D	MEALS / FOOD	
→	→	→	→	See NOTES at bottom of column for detailed instructions.			←	←	←	
EXAMPLE New York, NY	13	5/03 - 5/15	Audition	\$227.63	\$427.75	\$340.22	See NOTE at bottom of column	\$27.00		
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				\$	\$	\$	\$	\$		
s t a f f  c o s t u o n l y	EACH LINE IS 1 TRIP > If you travel to the same location more than once during the year, list EACH trip to that location on its own line. > If your location is part of a greater metropolitan area, list the metropolitan area (i.e., Encino, CA would be listed as Los Angeles, CA and Enfield, England would be listed as London, UK)		Include travel days	For a trip to be a business expense, it has to be the reason for the trip - actively looking for or actually performing work.	Out-of-pocket (unreimbursed) expense for traveling to your location; include things like bag fees, change fee, etc. NOTE: If you drove your vehicle and are claiming business miles, those miles for OOT travel will be added to your usual business miles & reported on your VEHICLE EXPENSE worksheet	Out-of-pocket expenses for lodging that you were not reimbursed; you MUST have receipts for every lodging expense taken, including those under \$75.	Taxi, car rental, gas, TNC, bus/subway, etc. for which you were not reimbursed	Any entry in this column must be explained below. Do not list any expense for which you were reimbursed	If you were given any Per Diem, list the amount received	Do NOT list any food and meal expenses for OOT as the IRS standard M&IE (Meals & Incidental Expenses) will be taken for your OOT travels.  If you want to consider or have reason to believe taking actual meal expenses for your OOT will give you greater results than the standard M&IE, discuss with your tax preparer.
OOT NOTE 001:										
OOT NOTE 002:										