

BUSINESS TRAVEL RECORD

TAXPAYER: \_\_\_\_\_ TAX YEAR \_\_\_\_\_

DESTINATION \_\_\_\_\_ DATES \_\_\_\_\_

BUSINESS PURPOSE \_\_\_\_\_

ROUND TRIP AUTO MILEAGE \_\_\_\_\_ AIRFARE/TRAIN \_\_\_\_\_

HOTELS (excluding meal charges) \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_ MEALS (ACTUAL) \_\_\_\_\_

OTHER: TAXIS \_\_\_\_\_ TIPS \_\_\_\_\_ PHONE \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_ / \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_ / \_\_\_\_\_ \$ \_\_\_\_\_

COMMENTS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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DESTINATION \_\_\_\_\_ DATES \_\_\_\_\_

BUSINESS PURPOSE \_\_\_\_\_

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\_\_\_\_\_ \$ \_\_\_\_\_ MEALS (ACTUAL) \_\_\_\_\_

OTHER: TAXIS \_\_\_\_\_ TIPS \_\_\_\_\_ PHONE \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_ / \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_ / \_\_\_\_\_ \$ \_\_\_\_\_

COMMENTS \_\_\_\_\_

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