

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 (ie, if spouse or family member accompanying)				(\$ _____)
Total work related travel claims <i>(claim to be made at label B of Item D2)</i>				\$ _____

* This worksheet applies for the purposes of making claims up to the Commissioner's reasonable allowance amounts under the substantiation concession. Refer to TR 2004/6 and TD 2006/43.

** 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.