

A E Tax Service, Inc.
610 SW Alder, Suite 410
Portland, OR 97205
(503) 228-0962

Travel Expense

Location:

Dates:

Show or event:

Total Days:

Income Earned from This trip (If Applicable):

Please Note W-2 or 1099: _____

Pay	\$	_____
Per diem	\$	_____
Other	\$	_____

Expenses:

TRAVEL*

Air/Train:	\$	_____
Auto Rental:	\$	_____
Gas for Rental Car	\$	_____
Parking:	\$	_____
Local transportation	\$	_____
Food:	\$	_____
Entertainment	\$	_____

LODGING

Housing/Hotel	\$	_____
Tips/Maid:	\$	_____
Cleaning:	\$	_____
Utilities:	\$	_____
Gifts to Hosts	\$	_____

PERFORMANCE COSTS

Commissions Paid	\$	_____
Union	\$	_____
Backstage:	\$	_____
Costume/Styling:	\$	_____
Tips	\$	_____

OTHER

Misc. Office	\$	_____
Phone [business]:	\$	_____
Shipping/Freight	\$	_____
Other	\$	_____
Other	\$	_____
Other	\$	_____

Notes:

*If you drove your own car for business travel, list the mileage on your Auto Worksheet