

# Employee Travel Business Expenses

## Local Transportation Expenses

Auto Rentals	
Parking Fees	
Tolls	
Cab & Car Service	
Driver/Skycap Tips	
Bus & Train	
<b>Total</b>	

## Overnight Travel Expenses

Lodging	
Car Rental	
Airfare	
Bus & Train	
Cab & Car Service	
Cleaning & Laundry	
<b>Total</b>	

## Meals & Entertainment

Business Meals	
Entertainment	
<b>Total</b>	

## Automobile Expenses

Year & Make of Car	
Date in Service	
Total Miles	
Business Miles	
Gas & Oil	
Repairs & Maintenance	
Tires	
Car Washes	
Insurance	
License/Registration	
Vehicle Lease	
Parking/Storage	
<b>Total</b>	

## Miscellaneous Business Expenses

Telephone	
Cell Phone	
Pager	
Secretarial	
Answering Service	
Office Supplies	
Printing	
Postage & Delivery	
Dues & Subscriptions	
Professional Memberships	
Internet Expenses	
Language Classes/Tapes	
Client Gifts	
Luggage, briefcase	
Office Furniture/desk accessories	
Presentation Supplies	
Voltage Converter/Travel	
Accessories	
Computer Software	
Computer Hardware	
Passport	
Portfolio/Resume Expenses	
<b>Total</b>	

Please email or fax the completed form to Daphene: De'More Tax Service

\* Office: 817-726-2181

\* Mobile: 972-885-9709

\* Fax: 206-736-0982

\* Email: [taxes@demoretaxservice.com](mailto:taxes@demoretaxservice.com)

\* Email: [demoretaxservice@gmail.com](mailto:demoretaxservice@gmail.com)

