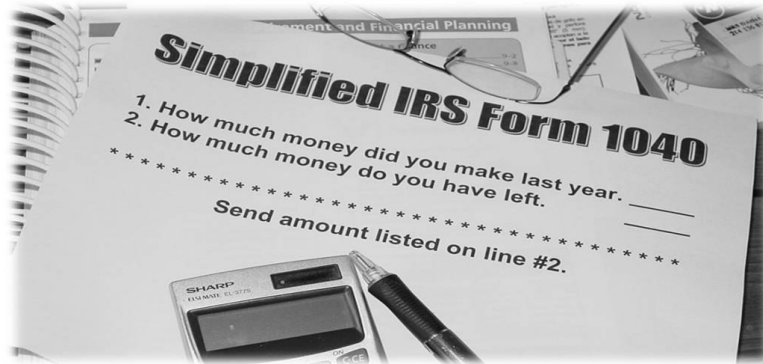


You probably feel like this is all too true...



In this package you will find: A monthly employee expense log, assignment organizer, minimum mileage log, and a sheet to keep track of you trips home. You will find these forms useful when it is time to file your taxes. We have mirrored the assignment itinerary pages with the ones in our **Client Workbook**, Come the end of the year, you can substitute these for the ones in the workbook.

Other things:

Mileage log: We have Daina's version of a Minimum Mileage Log in here. It is not the perfect solution. A little log book, kept up meticulously is better, but if you refuse to do the former, at least to her version.

Also, keep a copy of every contract! You may have need of it if you get audited, or even to prove your hours to renew your healthcare license.

TravelTax, LLC



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MINIMUM MILEAGE LOG

Odometer Reading January 1 _____ Odometer Reading December 31st _____

	Date	Odometer	Date	Odometer	
Travel to assignment					Estimated excess miles (<i>see Mom in MT while driving to CA</i>)
One way commuting for one shift					Total # shifts worked on contract (<i>Mileage to be doubled to create round trips</i>)
Travel from assignment					Estimated excess miles
Travel to assignment					Estimated excess miles
Commuting for one shift					# of shifts
Travel from assignment					Estimated excess miles
Travel to assignment					Estimated excess miles
Commuting for one shift					# of shifts
Travel from assignment					Estimated excess miles
Travel to assignment					Estimated excess miles
Commuting for one shift					# of shifts
Travel from assignment					Estimated excess miles
Travel to assignment					Estimated excess miles
Commuting for one shift					# of shifts
Travel from assignment					Estimated excess miles
Travel to assignment					Estimated excess miles
Commuting for one shift					# of shifts
Travel from assignment					Estimated excess miles

Fold this up, clip a pen to it, and keep it in the car. It only needs to be logged at the beginning of an assignment, the first commute and at the end.

There is a separate form for expenses related to trips back to your tax home during assignment. The mileage driven on those trips can be computed from the info you put on here.

Appendix A Continued – Itinerary for Tax Year

List every contract extension as a separate assignment.

For mileage, keep in mind that travel reimbursements you may have received are often less than IRS allowances

Vehicle Info: Total Miles driven for EVERY purpose during the tax year:

Vehicle 1 _____ Date placed in service or first assignment _____

Vehicle 2 _____ Date placed in service of first assignment: _____

Assignment 1			
Start Date mm/dd/yy		End Date mm/dd/yy	
City			
Company			
How many days were spent at home during this assignment?			
Travel to assignment		Number of days en route _____	
Mileage (if your own car)		Lodging	
Car or Trailer Rental		Tolls	
Gas for Rental (only)		Parking	
Fares (Plane, train, etc)		Taxi	
Shipping		Other	
Reimbursements/Travel pay			
During assignment – see page 15 for trips home			
Total miles driven from temporary residence to temporary worksite during entire contract:			
Car Rental		Gas for Rental	
Total miles on rental		Parking	
Tolls		Housing Expenses	
Transit Fares		Other	
Did you live in company provided housing?	Y	N	
Were you taxed on the value of your housing?	Y	N	Unsure
Or did you receive a housing stipend?	Y	N	
Amount :	Was this amount taxed? Y N		
Did you receive a Per Diem / Tax Advantage for Meals?	Y	N	
Amount::			
Other reimbursements – amount and type:			
Return home at the end of contract			
Number of days en route _____ (If directly to next assignment, go to next column)			
Mileage (if your own car)		Lodging	
Car Rental		Tolls	
Gas for Rental (only)		Parking	
Fares (Plane, train, etc)		Taxi	
Shipping		Other	
Reimbursements/Travel Pay			

Assignment 2			
Start Date mm/dd/yy		End Date mm/dd/yy	
City			
Company			
How many days were spent at home during this assignment?			
Travel to assignment		Number of days en route _____	
Mileage (if your own car)		Lodging	
Car or Trailer Rental		Tolls	
Gas for Rental (only)		Parking	
Fares (Plane, train, etc)		Taxi	
Shipping		Other	
Reimbursements/Travel pay			
During assignment – see page 15 for trips home			
Total miles driven from temporary residence to temporary worksite during entire contract:			
Car Rental		Gas for Rental	
Total miles on rental		Parking	
Tolls		Housing Expenses	
Transit Fares		Other	
Did you live in company provided housing?	Y	N	
Were you taxed on the value of your housing?	Y	N	Unsure
Or did you receive a housing stipend?	Y	N	
Amount :	Was this amount taxed? Y N		
Did you receive a Per Diem / Tax Advantage for Meals?	Y	N	
Amount::			
Other reimbursements – amount and type:			
Return home at the end of contract			
Number of days en route _____ (If directly to next assignment, go to next column)			
Mileage (if your own car)		Lodging	
Car Rental		Tolls	
Gas for Rental (only)		Parking	
Fares (Plane, train, etc)		Taxi	
Shipping		Other	
Reimbursements/Travel Pay			

Please Initial _____

Assignment 3			
Start Date mm/dd/yy		End Date mm/dd/yy	
City			
Company			
How many days were spent at home during this assignment?			
Travel to assignment		Number of days en route _____	
Mileage (if your own car)		Lodging	
Car or Trailer Rental		Tolls	
Gas for Rental (only)		Parking	
Fares (Plane, train, etc)		Taxi	
Shipping		Other	
Reimbursements/Travel pay			
During assignment – see page 15 for trips home			
Total miles driven from temporary residence to temporary worksite during entire contract:			
Car Rental		Gas for Rental	
Total miles on rental		Parking	
Tolls		Housing Expenses	
Transit Fares		Other	
Did you live in company provided housing?		Y	N
Were you taxed on the value of your housing?		Y	N Unsure
Or did you receive a housing stipend?		Y	N
Amount :		Was this amount taxed? Y N	
Did you receive a Per Diem / Tax Advantage for Meals?		Y	N
Amount::			
Other reimbursements – amount and type:			
Return home at the end of contract			
Number of days en route _____ (If directly to next assignment, go to next column)			
Mileage (if your own car)		Lodging	
Car Rental		Tolls	
Gas for Rental (only)		Parking	
Fares (Plane, train, etc)		Taxi	
Shipping		Other	
Reimbursements/Travel Pay			

Assignment 4			
Start Date mm/dd/yy		End Date mm/dd/yy	
City			
Company			
How many days were spent at home during this assignment?			
Travel to assignment		Number of days en route _____	
Mileage (if your own car)		Lodging	
Car or Trailer Rental		Tolls	
Gas for Rental (only)		Parking	
Fares (Plane, train, etc)		Taxi	
Shipping		Other	
Reimbursements/Travel pay			
During assignment – see page 15 for trips home			
Total miles driven from temporary residence to temporary worksite during entire contract:			
Car Rental		Gas for Rental	
Total miles on rental		Parking	
Tolls		Housing Expenses	
Transit Fares		Other	
Did you live in company provided housing?		Y	N
Were you taxed on the value of your housing?		Y	N Unsure
Or did you receive a housing stipend?		Y	N
Amount :		Was this amount taxed? Y N	
Did you receive a Per Diem / Tax Advantage for Meals?		Y	N
Amount::			
Other reimbursements – amount and type:			
Return home at the end of contract			
Number of days en route _____ (If directly to next assignment, go to next column)			
Mileage (if your own car)		Lodging	
Car Rental		Tolls	
Gas for Rental (only)		Parking	
Fares (Plane, train, etc)		Taxi	
Shipping		Other	
Reimbursements/Travel Pay			

Please Initial _____

Assignment 5			
Start Date mm/dd/yy		End Date mm/dd/yy	
City			
Company			
How many days were spent at home during this assignment?			
Travel to assignment		Number of days en route _____	
Mileage (if your own car)		Lodging	
Car or Trailer Rental		Tolls	
Gas for Rental (only)		Parking	
Fares (Plane, train, etc)		Taxi	
Shipping		Other	
Reimbursements/Travel pay			
During assignment – see page 15 for trips home			
Total miles driven from temporary residence to temporary worksite during entire contract:			
Car Rental		Gas for Rental	
Total miles on rental		Parking	
Tolls		Housing Expenses	
Transit Fares		Other	
Did you live in company provided housing?	Y	N	
Were you taxed on the value of your housing?	Y	N	Unsure
Or did you receive a housing stipend?	Y	N	
Amount :	Was this amount taxed? Y N		
Did you receive a Per Diem / Tax Advantage for Meals?	Y	N	
Amount::			
Other reimbursements – amount and type:			
Return home at the end of contract			
Number of days en route _____ (If directly to next assignment, go to next column)			
Mileage (if your own car)		Lodging	
Car Rental		Tolls	
Gas for Rental (only)		Parking	
Fares (Plane, train, etc)		Taxi	
Shipping		Other	
Reimbursements/Travel Pay			

Assignment 6			
Start Date mm/dd/yy		End Date mm/dd/yy	
City			
Company			
How many days were spent at home during this assignment?			
Travel to assignment		Number of days en route _____	
Mileage (if your own car)		Lodging	
Car or Trailer Rental		Tolls	
Gas for Rental (only)		Parking	
Fares (Plane, train, etc)		Taxi	
Shipping		Other	
Reimbursements/Travel pay			
During assignment – see page 15 for trips home			
Total miles driven from temporary residence to temporary worksite during entire contract:			
Car Rental		Gas for Rental	
Total miles on rental		Parking	
Tolls		Housing Expenses	
Transit Fares		Other	
Did you live in company provided housing?	Y	N	
Were you taxed on the value of your housing?	Y	N	Unsure
Or did you receive a housing stipend?	Y	N	
Amount :	Was this amount taxed? Y N		
Did you receive a Per Diem / Tax Advantage for Meals?	Y	N	
Amount::			
Other reimbursements – amount and type:			
Return home at the end of contract			
Number of days en route _____ (If directly to next assignment, go to next column)			
Mileage (if your own car)		Lodging	
Car Rental		Tolls	
Gas for Rental (only)		Parking	
Fares (Plane, train, etc)		Taxi	
Shipping		Other	
Reimbursements/Travel Pay			

Please Initial _____

At the end of the year, you can add this page to our Workbook, but you still need to fill out the other questions on page 15 of 20 in Appendix A.

TRIPS HOME WHILE ON ASSIGNMENT – NOT TRAVEL BEFORE AND AFTER THE END OF ASSIGNMENT														
	Trip 1	Trip 2	Trip 3	Trip 4	Trip 5	Trip 6	Trip 7	Trip 8	Trip 9	Trip 10	Trip 11	Trip 12	Trip 13	Trip 14
Date Departed														
Date Returned														
Airfare														
Mileage														
Car Rental														
Gas for car rental														
Tolls														
Parking														
Taxi														

Please Initial _____