

VOLUNTEER INCOME TAX ASSISTANCE 2023

OUT OF TOWN EXPENSES

NAME _____ EXPENSES INCURRED WHILE WORKING OR LOOKING FOR WORK REQUIRING **OVERNIGHT** STAY
 (MARRIED – Use Separate Form)

EMPLOYER AND/OR OUT-OF-TOWN ADDRESSES WHERE YOU TRAVELED (include city & state)	DATES (FROM-TO)	# OF NIGHTS AWAY	How Much Per Diem Received?
(A)			\$
(B)			\$
(C)			\$
(D)			\$
(E)			\$
(F)			\$

	(A)	(B)	(C)	(D)	(E)	(F)
Travel to & from out-of-town job or job search * (air, train, bus)						
Lodging						
Tips and gratuities						
Laundry and dry cleaning						
Local transportation						
Auto rental for business *						
Rental Auto Gas, oil & repairs *						
Additional travel expense (Wi-Fi, etc.)						
Other						
TOTAL EXPENSES (excluding meals)	\$	\$	\$	\$	\$	\$
MEALS (preparer will take a standard allowance, but taxpayer should save restaurant and grocery receipts in the event of state audit)						

*IF YOU USED YOUR OWN CAR, YOU MUST COMPLETE AN "AUTO EXPENSES" WORKSHEET.