



VOLUNTEER INCOME TAX ASSISTANCE - VITA

2024 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 federal 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.