

## RECORD KEEPING GUIDELINE CHART FOR DEDUCTIBLE TRAVEL

Use this chart for travel expenses that are for work or as a volunteer.

- Dates      The date you left to the date you returned or the date activity was started or was over if part of it was personal.
- Mileage    Is the round trip miles to the place traveled, to the airport, train station, etc. Multiply by 2 if dropped off and picked up.
- Food       We'll fill in the "FOOD" amounts based on the city/state traveled to and the government-allowed per diem for business travel.
- Other      Parking, rental car, taxis, shuttles and/or gas for rental car, etc.

DATES	CITY/STATE	PLANE- TRAIN- BUS OTHER	LODGING	TOLLS PARKING OTHER	FOOD/OUO	Mileage	Amount Reimbursed (if any)

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