

Weekly Traveling Expense Record												
From:		To:		Name:								
Expenses	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total				
<b>1. Travel Expenses:</b>												
Airlines												
Excess Baggage												
Bus – Train												
Cab and Limousine												
Tips												
Porter												
<b>2. Meals and Lodging:</b>												
Breakfast												
Lunch												
Dinner												
Hotel and Motel (Detail in Schedule B)												
<b>3. Other Expenses:</b>												
Postage												
Telephone & Telegraph												
Stationery & Printing												
Stenographer												
Sample Room												
Advertising												
Assistant(s)												
Trade Shows												
<b>4. Car Expenses:</b> (List all car expenses - the division between business and personal expenses may be made at the end of the year.) (Detail mileage in Schedule A.)												
Gas, oil, lube, wash												
Repairs, parts												
Tires, supplies												
Parking fees, tolls												
<b>5. Other (Identify)</b>												
<b>Total</b>												
<b>Note:</b> Attach receipted bills for (1) ALL lodging and (2) any other expenses of \$75.00 or more.												
<b>Schedule A – Car</b>												
<b>Mileage: End</b>												
Start												
Total												
<b>Business Mileage</b>												
<b>Schedule B – Lodging</b>												
Hotel or Motel	Name											
	City											
<b>WEEKLY REIMBURSEMENTS:</b>												
											Travel and transportation expenses.....	_____
											Other reimbursements.....	_____
											<b>TOTAL</b> .....	_____

Source: IRS Publication 463, *Travel, Entertainment, Gift, and Car Expenses, 2021*