

Temporary Business Travel Expenses

When you are traveling away from your primary residence on temporary business travel, such as an internship, you may incur deductible expenses. List the amounts next to the appropriate expense:

<u>Expenses</u>	<u>Amounts</u>
Lodging (i.e Rent, Motel, etc.)	_____
Electricity, Gas, Heat, etc.	_____
Water and Other Utilities	_____
Telephone	_____
Travel	_____
Meals & Entertainment	_____
Membership Fees	_____
Professional Dues and Subscriptions	_____
Auto Expense	_____
Parking Fees and Tolls	_____
Professional Licences	_____
Supplies	_____
Other Expenses	_____

While on the internship or short term assignment, (less than one year), you may be able to deduct a daily meal allowance. We can calculate this using an IRS Per Diem Rate if you provide the following information.

What city was your internship in? _____
How many days were you on the assignment? _____

Job Search Expenses

If you are looking for a job in your established "trade or business", (your chosen occupation), then the underlying expenses of this job search are deductible. List the amounts next to the appropriate expense:

<u>Expenses</u>	<u>Amounts</u>
Travel	_____
Lodging Meals on the Road	_____
Long Distance Telephone	_____
Mass Mailings	_____
Head Hunter Fees and Resume Assistance	_____
Career Manuals or Books	_____