

**Kakenmaster & Associates**

**Supplemental Data Sheet- Travel Expenses**

**Tax Year :** \_\_\_\_\_

Name: \_\_\_\_\_

**Total nights away from home:** \_\_\_\_\_

**Transportation expenses:**

Airline	\$ _____
Train	\$ _____
Auto rental	\$ _____
Cabs, buses, etc.	\$ _____
Lodging	\$ _____
Meals	\$ _____
Entertainment	\$ _____
Laundry/Dry cleaning	\$ _____
Convention fees	\$ _____
Other: _____	\$ _____
Other: _____	\$ _____
Other: _____	\$ _____

Amount Reimbursed: \$ \_\_\_\_\_

Timely records must be maintained to support the above deductions

I have reviewed the information contained herein and to the best of my knowledge it is true, correct, and complete.

Please sign

X \_\_\_\_\_ Date \_\_\_\_\_