

JP TAX PROS  
1641 N. ZARAGOSA STE 105  
EL PASO, TX 79936  
915-346-3780

**Travel Expense**

Location:

Dates:

Show or event:

Total Days:

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Income Earned from This trip (If Applicable):

Please Note W-2 or 1099: \_\_\_\_\_

Pay	\$ _____
Per diem	\$ _____
Other	\$ _____

Expenses:

**TRAVEL\***

Air/Train:	\$ _____
Auto Rental:	\$ _____
Gas for Rental Car	\$ _____
Parking:	\$ _____
Local transportation	\$ _____
Food:	\$ _____
Entertainment	\$ _____

**LODGING**

Housing/Hotel	\$ _____
Tips/Maid:	\$ _____
Cleaning:	\$ _____
Utilities:	\$ _____
Gifts to Hosts	\$ _____

**PERFORMANCE COSTS**

Commissions Paid	\$ _____
Union	\$ _____
Backstage:	\$ _____
Costume/Styling:	\$ _____
Tips	\$ _____

**OTHER**

Misc. Office	\$ _____
Phone [business]:	\$ _____
Shipping/Freight	\$ _____
Other	\$ _____
Other	\$ _____
Other	\$ _____

**Notes:**

\*If you drove your own car for business travel, list the mileage on your Auto Worksheet