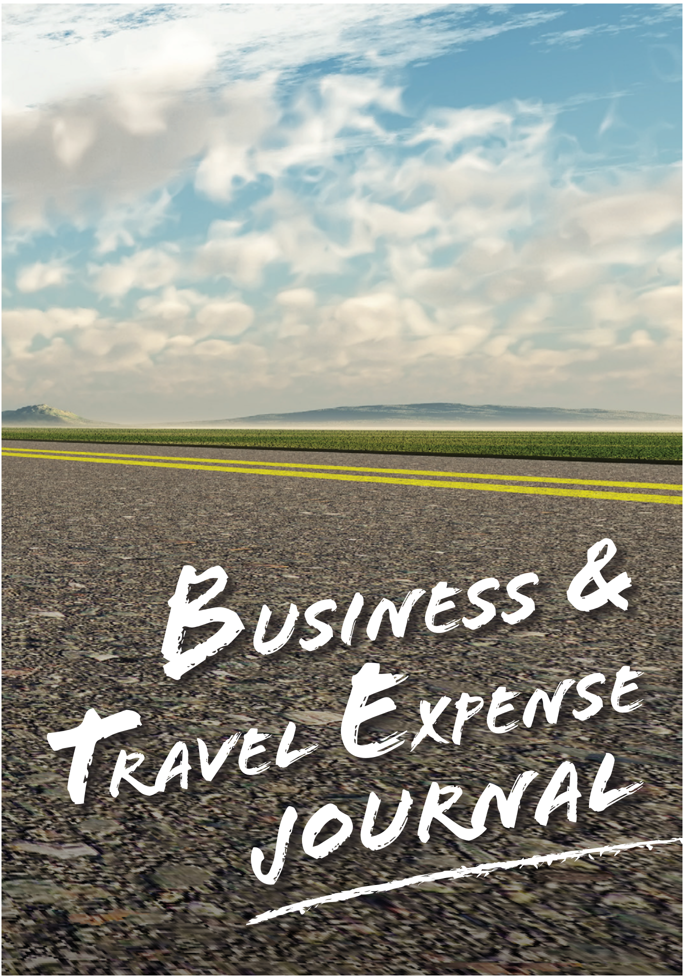

your promotional imprint here and/or back cover

LTM Client Marketing

125 Wolf Road, Suite 407, Albany, NY 12205
Toll Free: 1-800-243-5334 | Fax: 1-800-720-0780
www. ltmclientmarketing.com

Name: ______________________________

Employer: ______________________________

Address: ______________________________

City: ______________________________

State: ________________ Zip: ____________

Business Phone: ______________________________

Home Phone: ______________________________

Year: ______________________________

Beginning Odometer Reading: ________________

Ending Odometer Reading: ________________

Business & Travel Expense Journal

When traveling for business, it's important to keep accurate and up-to-date records, especially if you plan to be reimbursed or use the expenses as deductions. This Business & Travel Expense Journal can help you with the record keeping process. In addition to this journal, you should retain supporting documentation. Examples of the most common forms of evidence include receipts, cancelled checks, or bills.

Deductible Travel Expenses

Due to the recent tax reforms under the Tax Cuts and Jobs Act, there have been changes to eligible deductions from the previous tax years. It's important for you to discuss your personal situation with your tax professional.

- **Transportation** – Travel by airplane, train, bus, taxi, or limousine
- **Baggage and Shipping**
- **Car** – Expenses related to operating and maintaining your car when traveling for business. You can use the following methods:
    - ◊ Standard Mileage Rate - $.58 per mile
        - Plus, business-related tolls
        - Plus, business-related parking fees
    - ◊ Actual Expenses
- **Lodging**
- **Meals** – Includes food, beverages, taxes, and tips
- **Cleaning** – Dry cleaning and laundry
- **Telephone** – All business-related calls or communications
- **Other** – Other expenses incurred due to business-related activities

BUSINESS & TRAVEL EXPENSE JOURNAL

MONTH/YEAR: ____________ /_____________

DATE	MEETING/CONTACT	ODOMETER READING		MILEAGE ALLOCATION
		START	END	
1/3	NYC - Sales Call	9,150	9,300	150-B
4/29	DC - Conference	1,520	1,820	300-B

Section 179 Deduction

This allows you to allocate the cost of a car as an expense, either a portion or all. If you choose this deduction, you can't use the standard mileage rate.

Meals

Like automobile expensing, there are two ways to expense your meals. You can use either the Actual Cost or the Standard Meal Allowance method. With the Actual Cost method, you generally can deduct 50% of the cost of your meals. If you choose this method, you'll need to keep good records of your receipts.

Another option is to use the standard meal allowance method. With this method you can deduct up to $66 a day under the federal Meal and Incidental Expenses (M&IE) rate for travel in the continental United States, and $71 for travel outside the continental United States. Each year these rates are updated for a cost of living adjustment.

Entertainment

In the past, you or your company were able to deduct 50% of your business entertainment costs. However, with the Tax Cuts and Jobs Act, this deduction has disappeared.

Let Us Help

We hope you find this Business & Travel Expense Journal easy to use while maintaining your records for business and travel expenses. If you have any questions, please don't hesitate to contact your personal or business tax planning professional.

[ALLOCATION]
B-Business | **M**-Medical | **C**-Charitable | **P**-Personal | **I**-Investment

AUTO EXPENSES		BUSINESS/TRAVEL EXPENSES			
GAS, OIL, TOLLS, PARKING, etc.		MEALS & ENTERTAINMENT	LODGING	TRANSPORTATION	OTHER
AMOUNT	DESCRIPTION				
$55	Gas	$150	$250	$550	
$3.80	Tolls				

MONTH/YEAR: ____________ /_____________

[ALLOCATION]
B-Business I **M-**Medical I **C-**Charitable I **P-**Personal I **I-**Investment

DATE	MEETING/CONTACT	ODOMETER READING		MILEAGE ALLOCATION	AUTO EXPENSES GAS, OIL, TOLLS, PARKING, etc.		BUSINESS/TRAVEL EXPENSES			
		START	END		AMOUNT	DESCRIPTION	MEALS & ENTER-TAINMENT	LODGING	TRANS-PORTA-TION	OTHER

TOTALS										

*RECORD TOTALS TO SUMMARY ON LAST PAGE

MONTH/YEAR: ____________ /_____________

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		START	**END**		**AMOUNT**	**DESCRIPTION**	MEALS & ENTER-TAINMENT	LODGING	TRANS-PORTA-TION	OTHER

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		START	END		AMOUNT	DESCRIPTION	MEALS & ENTER-TAINMENT	LODGING	TRANS-PORTA-TION	OTHER

TOTALS										

*RECORD TOTALS TO SUMMARY ON LAST PAGE

SUMMARY

MONTH	BUSINESS & TRAVEL EXPENSES			
	MEALS & ENTERTAINMENT	LODGING	TRANSPORTA-TION	OTHER
JAN				
FEB				
MAR				
APR				
MAY				
JUN				
JULY				
AUG				
SEP				
OCT				
NOV				
DEC				
TOTALS				

MONTH	MILEAGE ALLOCATION					AUTO EXPENSES
	BUSINESS	CHARITA-BLE	INVEST-MENT	MEDICAL	PERSONAL	
JAN						
FEB						
MAR						
APR						
MAY						
JUN						
JULY						
AUG						
SEP						
OCT						
NOV						
DEC						
TOTALS						

Year: ______________________________ **TOTAL MILEAGE**

ENDING ODOMETER READING ____________________

BEGINNING ODOMETER READING ____________________

BUSINESS MILES __________ ÷ TOTAL MILES ____________ =

% BUSINESS MILES ____________________

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