



*Financial Security.
For Life.*

Travel/Sabbatical Expenses

- | | |
|--------------------------|------------------------|
| Airfare | Lodging |
| Auto Expense | Utilities |
| Car Rental | Entertainment |
| Parking | Tips* |
| Taxi | Laundry & Cleaning* |
| Limousine | Bridge & Highway Tolls |
| Train | Telephone Calls |
| Bus & Subway | Fax Charges |
| Visa/Passport | Rent |
| Baggage & Shipping Costs | Vaccination |

*If you deduct the standard meal amount described below, you cannot also deduct these expenses.

Meals (while away from home): You can deduct either the actual cost or a standard amount. We suggest you deduct the standard amount since it is easier and usually results in a higher deduction. To deduct the standard amount, please fill out the following:

<u>Dates Away From Home</u>	<u>Country</u>	<u>City</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____