

Travel Expense

Location:

Dates:

Show or event:

Total Days:

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, please include mileage and expenses with Auto Worksheet