Travel Log

Provided courtesy of Klinger & Associates
Certified Public Accountants

Trip Name	Begin Departure Date	Begin Arrival Date	End Departure Date	End Arrival Date	Total Days	Business Days***	Business Purpose

***In addition to this worksheet, you should retain a detailed iterary of your business activities for each of the days you've totalled. Business days should include only those for which you spent at least 4 hours of your day on business activities.

Travel Expense Ledger

Provided courtesy of Klinger & Associates
Certified Public Accountants

Date	Payee	Memo	Paid from (account number)	Amount ($)	Subcategory***	$$$ Applying to Others	Trip Name

*** Examples include lodging, airfare, meals, local travel, luggage, entertainment, parking, tolls, auto rental, fuel, etc.