

## 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:

Dates Away From Home

Country

City