

## Travel/Sabbatical Expenses

Airfare  
Auto Expense  
Car Rental  
Parking  
Taxi  
Limousine  
Train  
Bus & Subway  
Visa/Passport  
Baggage & Shipping Costs

Lodging  
Utilities  
Entertainment  
Tips\*  
Laundry & Cleaning\*  
Bridge & Highway Tolls  
Telephone Calls  
Fax Charges  
Rent  
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