

# Tax Organizer

## Work Related Expenses for Temporary Workers

(use a separate worksheet for each job location)

Your name:

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Job Location (state and city):

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How long does your contract say this job will last?

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Date job started:

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Date job finished:

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Did you return home or travel elsewhere for personal or non-job-related purposes at all during this time?  
If yes, what were the dates?

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How many nights did you sleep at this job location?

(do not include nights that you return to your home or nights traveling elsewhere for personal time)

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How many miles did you drive with your personal vehicle while away from home for this job?

(include miles from your home to your temporary job location)

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Did you receive any reimbursements or per diems from your employer for expenses related to this job?  
If so, how much?

	<u>Included</u> in your taxable wages	<u>Not included</u> in your taxable wages
Meals and incidentals per diem	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>
Lodging per diem	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>
Vehicle Allowance	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>
Other (specify)	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>

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Did your employer pay any job related expenses on your behalf?

	Yes	No
Lodging	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle rental	<input type="checkbox"/>	<input type="checkbox"/>
Travel (such as airfare)	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>