

Tax Organizer

Work Related Expenses for Temporary Workers

(use a separate worksheet for each job location)

Your name:

Job Location (state and city):

How long does your contract say this job will last?

Date job started:

Date job finished:

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?

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)

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)

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	\$	\$
Lodging per diem	\$	\$
Vehicle Allowance	\$	\$
Other (specify)	\$	\$

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

	Yes	No
Lodging		
Vehicle rental		
Travel (such as airfare)		
Other (specify)		