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Tax, Accounting & Financial Services

2016 Travel Nurse Additional Information

Please complete the following two sheets on your out of pocket expenses while on travel assignments as well as your travel assignment itinerary for 2016. Send this with the overall organizer so that we can save you the maximum on your taxes.

If you have any questions, please call 918-301-1100 or email paul@muretcpa.com

Thank You,

A handwritten signature in black ink that reads 'Paul Muret CPA'.

Paul Muret, CPA

Travel Nurse Assignment Itinerary Information

--if you don't know the answers, just send a copy of the assignment contract to us.

	1st Assignment	2nd Assignment
City & State of Assignment		
Distance From Tax Home		
Facility Name (Hospital, etc.)		
W-2 Employer		
Start Date		
End Date		
Days at Tax Home During Assignment		
Vacation Days During Assignment		
Did you drive your own car to Assignment?		
Travel Reimbursement Received?		
Meals Reimbursement Received?		
If so, briefly explain. Was it tax free?		
Received Housing/Lodging allotment?		
If so, briefly explain. Was it tax free?		

Notes/Questions:

	3rd Assignment	4th Assignment
City & State of Assignment		
Distance From Tax Home		
Facility Name (Hospital, etc.)		
W-2 Employer		
Start Date		
End Date		
Days at Tax Home During Assignment		
Vacation Days During Assignment		
Did you drive your own car to Assignment?		
Travel Reimbursement Received?		
Meals Reimbursement Received?		
If so, briefly explain. Was it tax free?		
Received Housing/Lodging allotment?		
If so, briefly explain. Was it tax free?		

Notes/Questions:

Travel Nurse Expense Tracker

2016

Only enter your unreimbursed expenses.
 Be sure to keep all your receipts that support the amounts that you input into the spreadsheet.

Month	Work Location	Breakfast	Lunch	Dinner	Auto / Transp.	Gas	Lodging	Uniforms	Cleaning / Laundry	Cell Phone / Internet	Other	Other Description
January												
February												
March												
April												
May												
June												
July												
August												
September												
October												
November												
December												
Total												