

Business Travel Log

Overview

To provide a detailed record of business trips undertaken by Shareholders & employees. This log will help in tracking expenses, monitoring travel patterns, and ensuring compliance with the company's travel policies for the IRS. It also serves as a valuable tool for budgeting and planning.

Traveler Information

- Name(s): _____
- Department (s): _____
- Position(s): _____

Trip Details

- Destination: _____
- Travel Dates: [Start Date - End Date] : _____
- Purpose of Travel: [Meeting, Conference, Client Visit, etc. The more details you include the more likely the IRS will accept the travel deduction]
- _____
- _____

Itinerary

Date	Time	Activity/Course/Meeting Type, etc.	Location

Flight Expenses + Meal Expenses

Date	Expense Type	Amount	Description

Meeting Notes

(1)

- Date: _____
- Speaker or Attendees: _____
- Key Points Discussed: _____

(2)

- Date: _____
- Speaker or Attendees: _____
- Key Points Discussed: _____

Additional Notes/Key Takeaways from Trip (Optional)

TOTAL DAYS ON TRIP INCLUDING TRAVEL DAYS: _____

TOTAL DAYS ENGAGED IN PRACTICE ACTIVITIES: _____

Traveler's Signature

Date: _____

Shareholder's Approval

Shareholder Name: _____

Shareholder Signature: _____

Date: _____