



The Business Travel Documentation Log

A fill-in-the-blank record for every business trip — the who, what, when, where, and why the IRS wants to see, captured in about five minutes per trip. Three blank pages inside, one for each trip you take next.

□ Trip-by-Trip Documentation Log

A running record of every business trip, built to satisfy the IRS's substantiation rules: the amount spent, the time and place, the business purpose, and who you did business with. Fill it in within a few days of getting home, while the trip is still fresh — not months later from memory.

Field	What to record	Your entry
Dates of travel	Departure date and return date	
Destination	City/cities visited	
Business purpose	Specific reason for the trip (not "networking")	
Business relationship	Who you met with and their business connection to you	
Transportation cost	Airfare, mileage, rideshare, parking, tolls	
Lodging cost	Hotel/lodging total, nightly rate if relevant	
Meals cost	Total meal expenses (50% deductible)	
Business vs. personal days	Count of each — needed for mixed trips	
Receipts attached?	Y/N — attach or link to digital copies	

Tip: Snap pics of receipts the day of the trip and drop them in a dated folder. "I'll organize this later" is how a legitimate deduction turns into a very expensive guessing game.

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