

Flight Crew Domestic/International Travel Schedule – 2009

IMPORTANT - This does not have to be completed if you can provide us with your **company per diem audit report**. Most airlines are now providing this report (ex. ATA and United). It provides a 12 month summary of your total company paid travel expenses and a total of your IRS allowance. If you have not received this report, contact your Flight Services.

Please fill in days flown per month and 3-letter city code (example: 5/LHR – should be able to obtain this information directly from company printouts). List T/As separately.

January Days/City	February Days/City	March Days/City	April Days/City	May Days/City	June Days/City
July Days/City	August Days/City	September Days/City	October Days/City	November Days/City	December Days/City

If you do not have this information, we will calculate the per diem using an AVERAGING METHOD, with is based on average days flown per month multiplied by the months flown per year. To substantiate your deductions, you must keep all ME&I receipts and company computer printouts of your flying schedules.

Total number of months flown: _____ Average number of days flown per month: _____
 Domestic _____ International _____ Domestic _____ International _____

Expense worksheets and tax organizer are provided as an aid to gather information pertinent to preparing your tax return. The expenses listed on these worksheets may or may not be all inclusive of your specific allowed deductions, nor are they necessarily deductible in your field of work. If you are unsure of a specific deduction, please consult with your tax preparer.

I hereby attest that the information provided above is true and correct and is to be used in the preparation of my tax return:

Signature: _____ Date: _____