

Business Travel, Meals, and Entertainment

A deduction checklist

<i>Type of expense</i>	<i>Deductible percentage</i>		
	100%	50%	0%
TRAVEL			
Local business travel _____	✓		
Out of town business travel and lodging _____	✓		
Travel as a form of education _____			✓
Investment seminar fees, travel, and meal expense _____			✓
 MEALS			
Business meals for yourself while away from home overnight on business _____		✓	
Meal with employee, colleague, business contact, customer or client, with business discussed before, during, or after _____		✓	
Meal with employee, colleague, business contact, customer or client, with no business discussion _____			✓
Lavish and extravagant portion of a business meal _____			✓
“Goodwill” or “quiet” business meal, with no business discussion _____			✓
 ENTERTAINMENT			
Entertaining a client or customer, with significant business discussion _____		✓	
Entertaining a client or customer, with no business discussion _____			✓
Tickets to sporting or cultural event connected with significant business discussion _____		✓	
Excess price paid for ticket (“scalper” fee or luxury sky box) _____			✓
Entertaining customer or client at home with significant business discussion _____		✓	
Business gifts of no more than \$25 per recipient _____	✓		
Entertaining employees at company picnic, Christmas party, etc. _____	✓		
Samples and promotional items provided to general public for business purposes _____	✓		