

Per Diem Report Instructions

Four easy steps to an instant report than can save you hundreds of dollars on your tax return:

- 1) Create a user account
- 2) Enter your flight information. We've simplified the process - see the tips below
- 3) Review your data.
- 4) Enter your credit card information and receive your Per Diem Report instantly.

Tips for Easy Data Entry

- The first screen you see after login will ask you for your base information. Include only your permanent base information on this page and any base changes you made during the year. If you were on a temporary base assignment (TDY) or did a monthly base trade with another flight attendant, which lasted less than a year, you are entitled to deduct commuting expenses between your tax home or permanent base and the location of your temporary assignment. If you were on a temporary assignment or base trade, you can begin and end your trips to include your commuter flights.
- **IMPORTANT:** Be sure to click the 'Save Data' button periodically at the bottom of the data entry page. Once you save your data, it will be stored on our server. You can return at any time to change your information or to add more flight data.
- Select whether you are reporting local or GMT times and dates. Your selection is automatically saved when you move to the next month.
- Enter your Trip number to designate the start of a new trip next to the appropriate date of the month. Only enter the pattern number on the first line for each trip.
- Enter your departure city at the beginning of your duty day, using the 3-letter IATA or 4-letter ICAO airport code. Typically this will be your base city for the first day of each trip and the layover city for each subsequent day of your trip.
- Enter the report time (or block out time) for the first flight of each duty day.
- Enter the block-in time only for the last flight of the last day of each trip (when you block in at your base).
- If you have more than one report time on the same date, click the 'Yes' button under "Have another flight on this date?" This will open another line for the same date.
- One-day trips, or turns, do not qualify for the deduction, unless you have a break for four hours or longer between flight segments.
- You may also include travel to union meetings, company meetings and training that are held away from your base.
- Buttons at the bottom of the page allow you to review your data, save your data, clear that month's data, move to the next month or calculate your data.
- Once you have completed entering and reviewing your data, click the 'Calculate Data' button. You will be prompted to enter your credit card information. **IMPORTANT:** Once you enter your credit card information, you will be allowed to make a maximum of five changes or additions to your data. Please make certain that your data entry is complete and accurate before calculating your report.
- Please email us at info@mytaxcrew.com or call us at 1.888.829.2739 if you have any questions.

Example:

The data from the following trip is entered as an example below. To save time on your data entry, it's not necessary to enter all your trip information, just the departure airports and report times for the beginning of each duty day and the block-in time back at your base at the end of your trip.

Pattern No	Flight No.	Date	From To	Report Time	Block out	Block in
7204	1324	04JAN	MSP-SJU	0630	0730	1444
	1617	05JAN	SJU-DTW	1445	1545	1945
	2111	05JAN	DTW-MCO		2111	2338
	427	06JAN	MCO-DTW	0905	1005	1244
	761	06JAN	DTW-MSP		1854	2000

JANUARY

Date	Trip Number	Depart Airport	Report Time	Block-in Time	Have another flight on this date?
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Yes"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Yes"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text" value="7204"/>	<input type="text" value="MSP"/>	<input type="text" value="0630"/>	<input type="text"/>	<input type="text" value="Yes"/>
5	<input type="text"/>	<input type="text" value="SJU"/>	<input type="text" value="1445"/>	<input type="text"/>	<input type="text" value="Yes"/>
6	<input type="text"/>	<input type="text" value="MCO"/>	<input type="text" value="0905"/>	<input type="text" value="2000"/>	<input type="text" value="Yes"/>