

TRAVEL and EXPENSE REPORT

TRAVELER'S NAME:

DATE	DESTINATION (City, State)	PURPOSE OF TRIP	MEALS (incl. tips)			HOTEL	TRANSPORTATION			TOLLS PARKING	MILES	OTHER	
			BKFT	Lunch	Dinner		A=Air B=Bus	T-Taxi TR=Train	Amount			Description	Amount
TOTALS			\$	\$	\$	\$				\$	\$	\$	\$

Total Miles: _____

TRAVELER'S SIGNATURE: _____
 EXPENSES APPROVED BY: _____

DATE: _____

@ 0.45 ¢ / Mile \$ _____

All Other Expenses Above _____

CHARGE TO ACCOUNT: _____

Grand Total \$ _____

DATE PAID: _____

Check No.: _____

PLEASE ATTACH ALL ORIGINAL RECEIPTS