



TRAVEL EXPENSE REPORT

Name: _____

Address: _____

Day & Date Day Date	Registration	Lodging	Phone	Airfare	Taxi	Auto Rental	Meals No. \$ Amt.	Miscellaneous	Other	Total
Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00

Reimbursement for use of personal car. TOTAL Miles
Approved IRS Auto Mileage of 0.50 per mile. \$ - \$0.00

Other Expense: **TOTAL EXPENSE** \$0.00

REASON FOR TRAVEL & REMARKS

Traveler's Signature _____ Date _____

Finance Officer's Signature _____ Date _____

PRE-PAID EXPENSE

Registration _____

Hotel Expense on Credit Card _____

Traveler Allowance _____

Difference in expense vrs.allower _____

Funds Advanced _____

Amount allowed _____ \$0.00

TOTAL EXPENSE _____ \$0.00

Balance Due: Traveler _____ \$0.00

Village _____ \$0.00