



TRAVEL EXPENSE REPORT

NAME _____

ADDRESS _____

ASSIGNMENT LOCATION _____

ASSIGNMENT DATES _____

Date	Account Code	Mileage	Transportation	Lodging	Phone	Meals	Licensure	Other	Total

Begin Odometer Read		From	
End Odometer Read		To Destination	
Total Miles		x \$.34.5 =	

Subtotal	
Less Cash Advance	
Total	

1. Mileage should be calculated at .34.5 cents per mile up to 1000 miles each way. No more than \$690 will be allowed for mileage round trip. Please refer to your original signed contract for any other restrictions if applicable.
2. Original receipts, other than mileage expense, must accompany the expense report for approval.
3. Tape each original receipt on a separate sheet of paper. Incomplete expense reports or missing receipts will be denied.
4. Transportation includes car rental, parking, fuel, and airline charges.
5. Expense reports must be turned in within 30 days of completion of contract to be processed or it will be denied.

Employee Signature _____

Date _____

Director's Approval _____

Date _____

