



**EXPENSE AND MILEAGE REPORT**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

PURPOSE OF TRIP: \_\_\_\_\_

**LOCATION TRAVELED:**

From: \_\_\_\_\_

To: \_\_\_\_\_

MILEAGE	_____ Miles x IRS Rate	\$	
AIR		\$	
CAR RENTAL		\$	
<b>TOTAL TRANSPORTATION:</b>			<b>\$</b>
MEALS	Breakfast	\$	
	Lunch	\$	
	Dinner	\$	
<b>TOTAL MEALS:</b>			<b>\$</b>
LODGING			<b>\$</b>
MISCELLANEOUS	Taxi, Bus	\$	
	Tips	\$	
	Tel. & Tel.	\$	
	Parking	\$	
	Entertainment	\$	
<b>TOTAL MISCELLANEOUS:</b>			<b>\$</b>
<b>GRAND TOTAL EXPENSES:</b>			<b>\$</b>

<b>EXPLANATION OF ENTERTAINMENT EXPENSES</b>			
<b>People</b>	<b>Place</b>	<b>Type &amp; Business Purpose</b>	<b>Amount</b>
		TOTAL	\$

Signature: \_\_\_\_\_ Dated: \_\_\_\_\_