

2011 Expense Report

Name: _____
 Agency/Board/Committee: _____
 Date: _____

Payable To: _____
 Address: _____

Purpose of Trip: _____

Travel From: _____

To: _____

Travel Expenses	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Total Amount	Account Number
Miles(50.5 cents/mile) eff. 7/1/11									
Air Fare*									
Auto Rental*									
Tolls & Parking*									
Air, Rail, Bus*									
Taxi, Limousine (Incl. Tip)									
Lodging, Hotel, Motel*									
Telephone, FAX, etc.*									
Meals (Incl. tip)*									
Other Expenses*									
Honorarium									
SUB-TOTAL									

Other Purchases

Service/Item	Date	Attendees (if applicable)	Business Purpose	Amount	Acct Number
TOTAL					

Authorized By: _____

Date: _____

*Attach Receipts

Paid by check# _____

Date: _____