

EXPENSE REPORT

Employee Name: _____

Travel Dates: _____

Department: _____

Purpose of Travel: _____

	MON	TUES	WED	THURS	FRI	SAT	SUN	Totals
Transportation								
Airfare								
Parking & Tolls								
Taxis								
Auto Rental								
Gas								
Total								
Lodging								
Hotels								
Meals								
Breakfast	\$6.00							
Lunch	\$8.00							
Dinner	\$14.00							
Total								
Other								
Total								
Mileage								
Actual Miles								
Rate per mile	0.445							
Total								
Charge Account Numbers								
1.								
2.								
3.								
Total								
Reason for Travel								
						Cash Advances		
						Charged to Company		
						DUE CITY		
						DUE EMPLOYEE		

Employee Signature Date

Authorized by Department Head Date

Authorized by City Manager Date