

# EXPENSES FOR

Name \_\_\_\_\_

Date Submitted \_\_\_\_\_

Period \_\_\_\_\_

Per Mile  
Reimbursement 0.50

Total  
Reimbursement Due \_\_\_\_\_

Date	Description of Expense	Airfare	Lodging	Tolls	Meals & Tips	Conferences and Seminars	Miles	Mileage Reimbursement	Miscellaneous	U.S. \$
							<b>Total Mileage Reimbursement:</b>		<b>Total Reimbursement:</b>	