Expense Report

Period	
From:	
To:	

Purpose: _____

_____

Name: _____

Signature: _____

Date	Description	Air & Trans.	Lodging	Miles Driven	IRS Rate of **$0.625**	Meals & Tips	Entertainment	Other	Total
					0.00				-
					0.00				-
					0.00				-
					0.00				-
					0.00				-
					0.00				-
					0.00				-
					0.00				-
					0.00				-
					0.00				-
					0.00				-
					0.00				-
					0.00				-
					0.00				-
					0.00				-

Subtotal	$	-
Advances	$	-
Total Reimbursement	**$**	**-**

Note: 2022 Mileage reimbursement for personal car = $0.625/mile updated 7/1/22

*** Don't forget to attach receipts ***

Itemized Expenses or Description for "Other"

Date	Description	Amount

Authorized By Date

For Office Use Only