



### Odometer Reading

Date	Destination	Beginning	Ending	Total Miles
<b>PER POLICY: MILEAGE IS DETERMINED FROM 800 CHANDLER ST TO YOUR DESTINATION</b>				
<b>Total Trip Miles (enter on front page)</b>				

### Miscellaneous Expense Details

Date	Description	Total
<b>Total Miscellaneous Expenses</b>		

**INSTRUCTIONS**

1. Print Name and Department Number. Report Date is the date that the report is filled out.
2. List all expenses, personal expenses, such as phone calls, are not reimbursable. Use the above for listing details of Miscellaneous Expenses.
3. If more than one week of expenses are incurred, use more forms, but only summarize the information on one form.
4. Add up each day's expenses for breakfast, lunch, and dinner. Enter the total meal (see Note 4)
5. For each day, add miscellaneous, and meal total and enter it in the Daily Total space. Do not add the Breakfast, Lunch, and Dinner expenses, as they are already included in the Meal Total.
6. Total all the Daily Totals and enter in Grand Daily Total space.
7. If a personal car was used (see Note 1), enter mileage in the space provided.
8. YOU MUST ATTACH A COPY OF THE MAP PROGRAM USED TO DETERMINE YOUR MILEAGE; i.e.: MAP QUEST, WAZE,, GOOGLE MAPS, ETC.
9. MEAL TOTALS WILL NOT BE REIMBURSED FOR EXCEEDING \$28.00 PER DAY (\$10.00 per day for single day trips.)
10. TIPS CANNOT BE INCLUDED AND WILL NOT BE REIMBURSED.