



### Odometer Reading

Date	Destination	Beginning	Ending	Total Miles
<b>Total Miles will be totaled here and transferred to front</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. The Account 52.3500 Is the appropriate departmental budget line Item number.
2. List all expenses, even those that are prepaid. 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 and enter the total meal (see Note 4)
6. For each day, add the lodging, 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 Total\* and enter in Grand Daily Total space.
7. If a personal car was used (See Note\* 1), enter mileage in the space provided.