Date									
Agency's Name									
Attendee's Name									
Type of Training									
					T	Lodging		Other Expense	
Date	Departure Time from office	Time Returned to office	Private Vehicle Miles	Destination	Meals	Name	Amount	Amount	Description of Expense or Purpose of Travel
							<u> </u>		
		Total Miles	0			1	l	<u> </u>	
		X Rate per Mile	0.535					T	

Totals

Mileage Exp

\$0.00

Meals Exp

Lodging Exp

Other Exp

Document Total

\$0.00

\$0.00

\$0.00

Quarters

12:00 AM - 5:59 AM

6:00 AM - 11:59 AM

12:00 PM - 5:59 PM

6:00 PM - 11:59 PM

	Lodging Standard Rate up to \$89.00						
	Meal Expense Charging List						
	Breakfast	Reimbursable up to \$11.00**					
	Lunch	Reimbursable up to \$14.00**					
	Dinner	Reimbursable up to \$26.00**					

NOTE:

** If meals are provided at a conference, and the registration fee includes these meals, then separate meal charges are NOT reimbursable.