

TRAVEL EXPENSE DETAIL SHEET

mileage rate **\$0.575**

As of 1/1/20

Please Note: Copies of receipts are required for reimbursement

Name

Month

Year

Agency

Reason for Travel

Meals & Lodging

Date	Location	Breakfast	Lunch	Dinner	Other	Lodging	Totals
Totals:							

Private Car Miles

Date	Description	Rate Per Mile	Private Car Miles	Total
		0.575		
		0.575		
		0.575		
		0.575		
Total:				

Miscellaneous Expenses

Air Fare, Parking, Subway Fare, Taxi Fare, etc.

Date	Description	Totals
Total:		

Grand Total Due

I certify that all reimbursements claimed reflect actual duty required expenses or allowances entitled; that no part thereof has been heretofore claimed or will be claimed from any other source.	Signature	Title	Date

I certify that the above claimed expenses are authorized duty required expenses. Funds for payment of this claim are available in the approved budget for the period covered and have been allotted for expenditure.	Approved by	Title	Date