

Statement of Travel Actual Travel Expenses: Out-of-State

Department/Agency	Code Number	Division	Funds
Name of Traveler		Employee ID #	Official Station or Base
Address of Traveler (including street, city, state, and zip code)		Purpose of Travel	
The mileage and subsistence expense indicated in this expense account has been previously authorized and has been checked for compliance.		I Herely Certify That the Within Account in the Amount below is correct, due, and unpaid.	
APPROVED: <div style="border-bottom: 1px solid black; width: 100%; margin-bottom: 5px;"></div> President		_____ Signature of Payee	
		Sworn to and subscribed before me this _____ day of _____.	
		_____ Notary Public	

RECAPITULATION OF EXPENSES

Travel Expenses	Amount	Emergency and Necessary Expenses Incurred in Connection with Travel	Amount
Commercial Transportation (incl rental car/gas) 0400-02		Total other expenses such as postage, fax, telephone, parking, baggage, handling, tolls, conference registration, etc	
Mileage, private car 0400-01			
Meals and lodging 0400-03			
SUBTOTAL TRAVEL EXPENSES		GRAND TOTAL TRAVEL EXPENSES	

ITEMIZED STATEMENT OF NECESSARY TRAVELING EXPENSES INCURRED FOR PERIOD

TO

Date mm/dd/yy	Points of Travel		Hour of Depart/ Return	Private Car Miles / Fare Description	Commercial Fare Amount	SUBSISTENCE			Total Meals	Lodging	Total Meals & Lodging	Necessary Expense & Conference Registration	
	From City/State	To City/State				Breakfast	Lunch	Supper				Detail	Amount
TOTALS													