Expense Report

Employee _____

School _____

Date _____

Date	Destination & Business	.54 X's # Miles	Lodging	Meals $41.00 per day w/overnight stay	Other

Total Due	_____Miles x .54 = _____+_____+_____+_____= $_____ (MILES) (LODGING) (MEALS) (OTHER) (TOTAL DUE)

(Please attach receipts)

SIGNATURE OF EMPLOYEE_____

SIGNATURE OF SUPERVISOR _____