me				Convention and	or meeting	1				Date_
En Route Indicate Date From (City & State) To (City & State)			Transportation Personal Auto		Living Expenses Hotel Meals Total			Miscellan		
	On Location			Fare Equiv. Mileage		Rm.	for	Living	Taxi, Bus	
	City	State		Miles	Amount	Chg.	Self	Expense	Carfare	Tips
						-				
						,				1
									- With the second secon	
									,	_
						_				-
-								`		-
										-
			age and age of the second	TOTALS	\$			\$	eran eta eta eta eta eran eta	
Day										
	Banquet									Total
					W.C.					Cash
									•	
		Sign	Employee	Date				Due E		
				pproval						Due E
	te Day	En Rou te From (City & St Day On City City Stails - Other Mi Day Explanation Registration Banquet	En Route Indicate te From (City & State) To (City Day On Location City State State City State Cother Misc. Expenses Day Explanation Registration Banquet Sign	En Route Indicate From (City & State) To (City & State) On Location City State State Other Misc. Expenses Day Explanation Amount Registration Banquet Signature of 1	En Route Indicate From (City & State) To (City & State) Day On Location City State Fare Equiv. Miles TOTALS TOTALS Signature of Employee Signature of Employee	En Route Indicate From (City & State) To (City & State) On Location City State Fare Equiv. Miles Amount Fare Equiv. Miles Amount Fare Equiv. Miles Form (City & State) Fare Equiv. Miles Amount Fare Equiv. Miles Form (City & State) Form (En Route Indicate From (City & State) To (City & State) Day On Location City State Fare Equiv. Miles Amount Chg. Totals Totals Totals Signature of Employee	En Route Indicate From (City & State) To (City & State) Day On Location City State Fare Equiv. Miles Amount Fare Equiv. Miles Amount For Chg. Self Totals Totals	En Route Indicate From (City & State) To (City & State) Day On Location City State State Transportation Fersonal Auto Mileage Rm. for Living Expenses Amount Chg. Self Expense Expense Total Amount Total Total Amount Total Amount Total Amount Total Tot	En Route Indicate From (City & State) To (City &

INSTRUCTIONS

1. En Route Indicate - From and To - City & State

2. <u>Transportation</u> - Personal Auto - Reimbursement basis:

Fare Equivalent -

Lowest equivalent cost for most direct route used for personal preference.

Mileage

10 cents per mile when required on school business. Specify mileage.

Living Expenses - Record expenses in detail on daily basis, meals, etc. Include under "Hotel" only room charge at single rate for employee.

List banquet and registration separately under "Other Misc. Expenses".

- 4. <u>Miscellaneous Expenses</u> Cost for taxi, bus, carfare, tips, others.
- 5. <u>Details Other Misc. Expense</u> List any and all banquet and registration fees for attending Conventions and/or Meetings.
- 6. Receipts Attach receipts covering transportation, hotel, etc. A receipt for any expenditure over \$25.00 must be attached.
- 7. <u>Length of time</u> Expenses must be submitted to the Secretary-Business Administrator within thirty days.

Note:

If cash advance is excessive or odd amount, reimbursement amount should be reduced accordingly.