



Travel Expense Report

Name

email

Travel dates

Authorized by

Date Submitted

Per Mile Reimbursement

Total Reimbursement Due

Please attach receipts.

ver. 2016

| Date | Description of Expense | Airfare | Lodging | Ground Transportation (Gas, Rental Car, Taxi) | Meals & Tips | Conferences and Seminars | Miles | Mileage Reimbursement | Miscellaneous | Currency Exchange Rate | Expense Currency | Total |
|-------|------------------------|---------|---------|---|--------------|--------------------------|-------|-----------------------|---------------|------------------------|------------------|--------|
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| Total | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0 | \$0.00 | \$0.00 | | | \$0.00 |

Comments: