



Travel Expense Report

Name

Authorized by

Per Mile Reimbursement

Department

Date Submitted

Total Reimbursement Due

Period

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
Mar 3, 2014	Travel to client office	\$350.00	\$150.00	\$45.00	\$12.00	\$50.00	35	\$11.20		1	USD	\$618.20
3/3/2014	Lunch with client				\$24.30	\$100.00						\$124.30
Total		\$350.00	\$150.00	\$45.00	\$36.30	\$150.00	35	\$11.20	\$0.00			\$742.50