

BOARD OF TRUSTEES

TRAVEL AND EXPENSE REPORT

Date: From _____ To _____

Name: _____ **Title:** _____

MEALS

	Breakfast	Lunch	Dinner	Tips	Totals
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Meal Subtotal					

TRANSPORTATION

	Public Transportation	Parking Fees	Mileage (\$.21 Per Mile)	Totals
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Transportation Subtotal				
Meal Subtotal				
GRAND TOTAL				

(Signature required on back)

MILEAGE TRACKING SHEET

	From Location	To Location	Total Miles
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
TOTAL			

Purpose: _____

Signature: _____ **Date:** _____

Approved By: _____ **Date:** _____