



**TRAVEL EXPENSE REPORT**  
(ONE REPORT PER TRAVEL)

EMPLOYEE NAME:

DATE:

Expense reports are due in the Treasury Department after every itinerary. Checks will be made on Tuesdays and Thursdays. Expense forms must be turned in before additional advances can be given.

DESTINATION:

PURPOSE OF TRIP:

DATE OF TRIP:

NUMBER OF PERSONS:

EXPENSES:	FL (1.83)	EC(\$2.75)	USD
Air Fare			
Ground Fare			
Lodging #1			
Lodging #2			
Boat Fare			
Gas			
Excess Baggage			
Departure Tax			
Departure Tax			
Telephone Exp			
Per Diem			
Days                      Rate			
Per Diem			
Days                      Rate			
Other Expenses Specify			
Total Expenses			
Less Ticket:			
Additional Expenses:			
Additional Expenses:			
Less Advance: CK#			
TOTAL DUE WORKER:			
TOTAL DUE NCC:			

Signature:

Date:

Please attach receipts for all transactions when submitting report.