

**EXPENSE REPORT**

***FOR PROFESSIONAL MEETING OR ACTIVITY***

TO: **BUILDING PRINCIPAL/SUPERVISOR**

FROM: \_\_\_\_\_

CURRENT DATE: \_\_\_\_\_

LOCATION OF MEETING OR ACTIVITY: \_\_\_\_\_

**DESCRIPTION OF MEETING OR ACTIVITY**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MILEAGE: \_\_\_\_\_ MILES @ IRS RATE = 70¢ PER MILE = \_\_\_\_\_ = \_\_\_\_\_

(ATTACH RECEIPTS) LODGING: \_\_\_\_\_ NIGHTS @ \$ \_\_\_\_\_ PER NIGHT \_\_\_\_\_ = \_\_\_\_\_

(ATTACH RECEIPTS) MEALS: \_\_\_\_\_ = \_\_\_\_\_

(ATTACH RECEIPTS) REGISTRATION: \_\_\_\_\_ = \_\_\_\_\_

(ITEMIZE AND OTHER: \_\_\_\_\_ = \_\_\_\_\_

ATTACH RECEIPTS: \_\_\_\_\_

PO # \_\_\_\_\_

**TOTAL** = \_\_\_\_\_