



# Travel Expense

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

Reason For Travel: \_\_\_\_\_

## Travel Itinerary:

Date	Location (From):	Locations (To):	Mileage:	Departure Time:	Arrival Time:	Brfast:	Lunch:	Dinner:	Incidental/ Misc Expense	Total:
<b>Total Mileage:</b>				<b>Total Expenses:</b>						

**Grand Total:** \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Elected Official/Department Head: \_\_\_\_\_

Date: \_\_\_\_\_