

Travel Expense Report

All receipts must be itemized and attached. Credit card slips are not sufficient.

Name: _____

PTA #: _____

Travel to: _____

Travel start date: _____

Travel end date: _____

Business Purpose: _____

Mileage from residence to airport (round-trip): _____

Airfare \$ -

Lodging \$ - \$ _____ /night + tax, _____ nights

Food \$ -

- Check as applicable:
- Meals are included with conference cost
 - Itemized receipts
 - Per diem

Transportation

Car rental \$ - \$ _____ /day + tax, _____ days

Mileage for personal auto \$ - _____ miles, from _____ to _____

Other transportation costs \$ - *Details:*

Conference Registration \$ -

Other \$ - *Details:*

TOTAL \$ -

Comments: _____

Signature: _____

Date: _____

Okay to pay (please initial): _____

Date: _____