

# Claim for Traveling Expense

2.804.2 - Adm. Procedures

Date	Place Left	Place Arrived	Transportation		Subsistence				Other Itemize & Explain	Total
			# Miles	Other	Lodging	Break-fast	Lunch	Dinner		
Total										

Purpose of trip: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Account charged to: \_\_\_\_\_

I hereby certify that this claim is true and correct:

\_\_\_\_\_  
Claimant

\_\_\_\_\_  
Position

Approved by: \_\_\_\_\_  
Principal/Supervisor

Adopted: 01/01/01

Rescinds: 00/00/00