



LOCAL MILEAGE & CONFERENCE EXPENSE REPORT

Name of Employee: _____

Fund / Org No.: _____

Banner ID Number: _____

Org (Department): _____

Extension: _____

Date	From	To	Purpose	Mileage (One Way)	All non-mileage expenses Description	Cost	Totals
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
				TOTAL MILES	0.00		
				RATE PER MILE	\$0.555		
				TOTALS	\$0.00		
						\$0.00	\$0.00

ATTACH ORIGINAL RECEIPTS AND OTHER DOCUMENTATION FOR PARKING, TOLLS AND MISCELLANEOUS EXPENDITURES.

<p>Signature of Employee _____ Date _____</p> <p>Approvals:</p> <p>Chair, Director, Dean _____ Date _____</p> <p>Grants Office (If Applicable) _____ Date _____</p> <p>Dean/Vice President _____ Date _____</p> <p>President _____ Date _____</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="text-align: center;"><u>FISCAL OFFICE APPROVAL</u></p> <p>_____ Signature _____ Date _____</p> </div>	<p style="text-align: center;">FISCAL OFFICE ONLY:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Fund/Org/Account (Mileage)</td> <td style="width: 20%; border-bottom: 1px solid black;"></td> </tr> <tr> <td>Fund/Org/Account (Mileage)</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>Fund/Org/Account (Other)</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>Fund/Org/Account (Other)</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="text-align: right;">TOTAL</td> <td style="border-bottom: 1px solid black;"></td> </tr> </table>	Fund/Org/Account (Mileage)		Fund/Org/Account (Mileage)		Fund/Org/Account (Other)		Fund/Org/Account (Other)		TOTAL	
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TOTAL											