



<b>Purpose:</b>	<b>Name:</b>

	Rate	# Days	Total
Location:			
From:			
To:			
Mileage @			
MI&E Per Diem			
Lodging (Room + Tax)			
Airfare			
Rental Car (Total with Tax)			
Rental Car Fuel			
Airport Parking			
Registration Expense			
Entertainment	Detail Below		\$
Miscellaneous	Detail Below		\$

Less Advance	
Net Due Employee	\$

**Misc. Detail**

Date	Detail	Business Purpose	Amount

Subtotal	\$
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**Entertainment**

Date	Business Purpose	Amount

Subtotal	\$
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Submitted by: \_\_\_\_\_

Approved by: \_\_\_\_\_

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