



Purpose:	Name:
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	Rate	# Days	Total
Dates of Travel:			
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	Business Purpose	Amount
Subtotal		\$ -

Entertainment		
Date	Business Purpose	Amount
Subtotal		\$ -

Send to: Pamela Patton pfp@argenttech.net

Submitted by:	Approved by:
Date:	