

PID:	
BALANCE:	
TR #:	

TRAVEL EXPENSE REPORT

Destination			Depa	artment			A	ccount No.		
Departure Date Time		Time	Return Date		Time					
urpose of Tr	rip									
personal ve	hicle used. lis	t names of empl	lovees/studer	nts traveling with	ı you :					
nclude addition	onal information	on pertinent to p	rocessing of	this report:						
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				Actua	I Travel Expenses		TDANSDO	ORTATION		
	MΕΔΙ	LS AND LODGING	FYPENSES							
Date	Breakfast	Lunch	Dinner	Lodging	Total		f paid with LC credit			
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					MILES (¢ x)	Personal Ve	nicie	
					MEALS					
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