UUA TRAVEL EXPENSE REIMBURSEMENT REPORT - FY22

NAME AND ADDRESS

TRAVEL END DATE:

MO	DAY	YEAR

PURPOSE OF TRIP OR DETAILS OF EXPENSE:

TRANSPORTATION, LODGING AND MEALS EXPENSES

	MON	TUES	WED	THURS	FRI	SAT	SUN	
DATE								
FROM (POINT OF ORIGIN):								
TO (DESTINATION)								AMOUNT
AIRPLANE--TRAIN FARES,ETC -- Do not list tickets booked by UUA Travel Agent								
LOCAL FARES--TAXI, BUS, ETC								
AUTOMOBILE	TOTAL AUTOMOBILE EXPENSES, CALCULATED FROM BELOW -->							
LODGING								
BREAKFAST								
LUNCH								
DINNER								
OTHER								
TOTAL								
							TOTAL A	

OTHER EXPENSES

DATE	NAME OF PERSON, TITLE, COMPANY	PLACE	NATURE & PURPOSE OF EXPENSE	AMOUNT
			TOTAL B	

AUTOMOBILE EXPENSES

DATE	MILEAGE*		PARKING	RENTAL CAR		TOTAL
	DISTANCE	AMOUNT	AND TOLLS	FEE	GAS	AMOUNT

*DO NOT INCLUDE COMMUTING MILEAGE   **TOTAL**

TOTAL EXPENSES - A + B	
LESS CASH ADVANCE	
NET CASH DUE (ADVANCE RETURNED)	

ACCOUNT CODING:	AMOUNT
ACCOUNT-PROJECT#	
ACCOUNT-PROJECT#	
ACCOUNT-PROJECT#	
ACCOUNT-PROJECT#	
TOTAL	

$/mile   0.585 (from IRS website, updated 1/24/22)

DEPT. DIRECTOR'S APPROVAL

This report is a true and complete accounting of my expenses for the period indicated.

_____   _____
SIGNATURE   DATE

Form updated: March 25, 2022