

UUA TRAVEL EXPENSE REIMBURSEMENT REPORT - FY12

NAME AND ADDRESS

| |
|--|
| |
| |
| |

TRAVEL END DATE:

| | | |
|----|-----|------|
| | | |
| MO | DAY | YEAR |

PURPOSE OF TRIP OR NAME OF COMMITTEE:

| |
|--|
| |
| |

TRANSPORTATION, LODGING AND MEALS EXPENSES

| | MON | TUES | WED | THURS | FRI | SAT | SUN | |
|---|--|------|-----|-------|-----|-----|-----|----------------|
| DATE | | | | | | | | AMOUNT |
| FROM (POINT OF ORIGIN): | | | | | | | | |
| TO (DESTINATION) | | | | | | | | |
| 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 |

ENTERTAINMENT EXPENSES

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

IRS mileage rate 2019 0.58

AUTOMOBILE EXPENSES

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

*DO NOT INCLUDE COMMUTING MILEAGE

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

| ACCOUNT CODING: | AMOUNT |
|-------------------------------------|--------|
| ACCOUNT-PROJECT# 10-50053-474-12164 | |
| ACCOUNT-PROJECT# | |
| ACCOUNT-PROJECT# | |
| ACCOUNT-PROJECT# | |
| TOTAL | |

| |
|---|
| VICE-PRESIDENT'S OR DEPT. DIRECTOR'S APPROVAL |
| |

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

SIGNATURE _____ DATE _____