



TRAVEL EXPENSE REPORT

PURCHASES MADE FOR TRAVEL ON A TOWN CREDIT CARD SHOULD NOT BE INCLUDED ON THIS FORM
PLEASE ATTACH ANY RECEIPTS FROM THE TOWN CREDIT CARD TO THE FIRST CITIZENS VISA RECONCILIATION FORM

EMPLOYEE NAME	DEPARTMENT
DATE(S) OF TRAVEL	F/L ACCOUNT
TRAVEL DESTINATION <i>(Be Specific-Note the Location of the Destination, City & State)</i>	REASON FOR TRAVEL <i>(Be Specific-Note the Class/Conference Name or Descriptor)</i>

TRANSPORTATION								
FUEL		COMPLETE ONLY IF A TOWN VEHICLE WAS USED <i>(List Separate Receipts for Fuel Reimbursement; Receipts must be attached)</i>						
TOTAL FUEL		SUN	MON	TUES	WED	THUR	FRI	SAT
	AMT 1							
	AMT 2							
	AMT 3							
	TOTAL							
MILEAGE		COMPLETE ONLY IF YOUR PERSONAL VEHICLE WAS USED <i>(Mileage to the travel destination, roundtrip)</i>						
TOTAL MILEAGE		MILEAGE				CURRENT IRS MILEAGE RATE		

LODGING								
		HOTEL POINTS CAN NOT BE REIMBURSED <i>(List each night's stay separately below; Receipt must be attached)</i>						
WHENEVER POSSIBLE, THE DEPARTMENT HEAD SHOULD SECURE LODGING FOR THE SCHEDULED TRAVEL WITH THE TOWN ISSUED VISA								
TOTAL LODGING		SUN	MON	TUES	WED	THUR	FRI	SAT
	AMT							

MEALS								
		LEAVE/RETURN DATES ARE NOT SUBJECT TO MEAL REIMBURSEMENT FOR ALL MEALS-SEE FOOTNOTE <i>(Receipts are not required for meals. Only the specified maximums listed below will be reimbursed)</i>						
TOTAL MEALS	UP TO	SUN	MON	TUES	WED	THUR	FRI	SAT
	\$ 8 (Breakfast)							
	\$ 12 (Lunch)							
	\$ 26 (Dinner)							
	TOTAL							

TOTAL EXPENSE TO BE REIMBURSED	SIGNATURE EMPLOYEE	DATE
	SIGNATURE DEPT HEAD/SUPERVISOR	DATE

**The Town will use the most current IRS value for mileage and meals for reimbursement purposes (www.gsa.gov/mie). The first and last day of travel meal reimbursement is 75% of the daily rate.
**If meals are included in the cost of the class/conference, those meals should not appear on the reimbursement request.*