



TRAVEL EXPENSE REPORT

(Must be submitted within thirty (30) working days of incurring expense. Allow 4 weeks for processing)

DATE:

NAME OF PERSON (S):

DESTINATION OF FUNCTION:

FUNCTION START DATE:

END DATE:

TRANSPORTATION:

VEHICLE TYPE

Distance KM@ 0.70/KM

AIRFARE (Receipts Are Required)

Other: PARKING, TAXI, GAS (Receipts Are Required)

TOTAL EXPENSES