



TENNESSEE INTERCOLLEGIATE STATE LEGISLATURE Expense Report

Name

Attach receipts for meals and miscellaneous expenses. Print, sign *and* mail/fax/scan this form to the State Treasurer. Please don't email this file because it won't have a signature. For mileage, either your odometer or Mapquest distances are acceptable. If more than one parking expense per day, enter daily total.

Travel

If more than five days of travel, submit another Expense Report.

	Date	Origin	Destination & Purpose	Mileage		Meals	
				Rate			
				0.30	0.25		
				Recruit	Other		
Day 1							B
	Lodging*						L
	Parking						D
Day 2							B
	Lodging*						L
	Parking						D
Day 3							B
	Lodging*						L
	Parking						D
Day 4							B
	Lodging*						L
	Parking						D
Day 5							B
	Lodging*						L
	Parking						D

* Include Taxes	Subtotals	Meals Lodging Parking Mileage, Recruiting Mileage, Other Travel Total Miscellaneous Total from Page 2 GRAND TOTAL	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____
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Signature _____

Date _____

