



## TENNESSEE INTERCOLLEGIATE STATE LEGISLATURE Expense Report

Name Andrew Jackson

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	2/1/2008	Memphis	Nashville, Executive Council		200		B
	<b>Lodging*</b>		Memphis		200		L
	<b>Parking</b>	\$7.00					D
	<b>Example for a local recruiting trip</b>						
Day 2	2/10/2008	Dorm	Rhodes College	10			B
	<b>Lodging*</b>		Christian Brothers	7			L
	<b>Parking</b>		Dorm	5			D
Day 3							B
	<b>Lodging*</b>						L
	<b>Parking</b>						D
	<b>Example for a two-day trip for mixed purposes</b>						
Day 4	2/20/2008	Memphis	Nashville, Executive Council		200		B
	<b>Lodging*</b>	\$105.00	Fisk University, Recruiting	15		\$5.00	L
	<b>Parking</b>	\$15.00	Tenn State Univ, Recruiting	5		\$5.00	D
Day 5	2/21/2008	Nashville	MTSU, Recruiting	35		\$1.65	B
	<b>Lodging*</b>		Nashville State, Recruiting	45		\$5.00	L
	<b>Parking</b>		Home		200		D
		<b>Subtotals</b>	Meals			\$16.65	
			Lodging			\$105.00	
			Parking			\$22.00	
			Mileage, Recruiting	122		\$36.60	
			Mileage, Other		800	\$200.00	
			<b>Travel Total</b>			\$380.25	
			<b>Miscellaneous Total from Page 2</b>			\$20.80	
			<b>GRAND TOTAL</b>			<b>\$401.05</b>	

\* Include Taxes

Be sure to sign and date this form (IRS requirement)

Signature

Date

**Examples are for guidance; see Reimbursement Policy for official rules**

