



Expense Report

The Presbytery of Tropical Florida

Name _____

Date _____

TRANSPORTATION	Date-->								TOTAL
Miles Driven	0.50/mile								-
Reimbursement		-	-	-	-	-	-	-	-
Parking and Tolls									-
Auto Rental									-
Taxi/Limo									-
Other (Rail or Bus)									-
Airfare									-
TRANSPORTATION TOTAL		-	-	-	-	-	-	-	-
LODGING & MEALS									-
Lodging									-
Breakfast	\$ 6.50 max								-
Lunch	\$ 10 max								-
Dinner	\$ 17 max								-
LODGING & MEALS TOTAL		-	-	-	-	-	-	-	-
OTHER EXPENSES									-
Supplies & Equipment									-
Phone, Fax									-
Conference Registration									-
OTHER TOTAL		-	-	-	-	-	-	-	-
TOTAL PER DAY		-	-	-	-	-	-	-	-

PURPOSE OF TRIPS	SUMMARY	
WHO, WHAT, WHERE, WHEN, WHY		
	Total Expenses	
	Less Cash Advance	
	Less Company Charges	
	Amount Due Company	
	Amount Due	

Signature _____

Date _____

Authorized/Approved _____

Date _____