

## TOWN OF JOHNSTON TRAVEL EXPENSE REPORT

Employee Name \_\_\_\_\_  
 Title \_\_\_\_\_ Department \_\_\_\_\_  
 Period Covered Start Date \_\_\_\_\_ Time \_\_\_\_\_ End Date \_\_\_\_\_ Time \_\_\_\_\_  
 Purpose of Travel \_\_\_\_\_

<u>DESCRIPTION OF CHARGES</u>	<u>REQUIRED DOCUMENTATION</u>	
	<u>Included</u>	<u>Not Applicable</u>
Transportation Charges (excluding auto) \$ _____		
Hotel (Reimbursable) \$ _____		
Car Rental \$ _____		
Taxi/Shuttle/Parking/Tolls \$ _____		
<u>Misc</u> \$ _____		
_____ \$ _____		
_____ \$ _____		
LESS PREPAYMENT \$ _____		
LESS CREDIT DUE TOWN \$ _____		
SUBTOTAL \$ _____		
<b>MEALS:</b>		
# _____		
Breakfast _____ X \$ 10.00 \$ _____		
Lunch _____ X \$ 15.00 \$ _____		
Dinner _____ X \$ 25.00 \$ _____		
SUBTOTAL \$ _____		
TOTAL \$ _____		
COMMENTS _____		
_____		
_____		

**Note:** Receipts are needed for items over \$5.00. Attach explanation for any missing documentation/justification for extra night's stay.

IF MILEAGE CLAIMED Vehicle(s) Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Registration \_\_\_\_\_  
 Auto Insurance Carrier \_\_\_\_\_  
 Auto Policy Expiration Date \_\_\_\_\_

DATE	FROM	TO

<u>ODOMETER READING</u>		<u>ALLOWANCE</u>
START	FINISH	MILES (rounded)
		-
		-
		-
TOTAL MILES:		-
RATE:		0.550
TOTAL MILEAGE REIMBURSEMENT:		\$ -
PLUS TOTAL OTHER REIMBURSEMENT:		\$ -
GRAND TOTAL:		\$ -

ACCOUNT #	AMOUNT

ACCOUNT #	AMOUNT

I hereby certify that throughout the above dates I have maintained a valid operator's license and my vehicle(s) has been properly registered and insured; that the above mileage is correct and was incurred for official town business. The travel from my residence was shorter than the travel between my official station and the destination; that this travel expense complies with the town travel regulations.

I hereby certify that this travel expense complies with the town travel regulations and that the total listed above is a proper charge against the town.

\_\_\_\_\_  
Signature of Traveler

\_\_\_\_\_  
Signature of Supervisor/Authorized Agent