APTA TN EXPENSE REPORT

Name/Address	Date of Report	Committee	Purpose of Travel/Expenses	Totals

TRAVEL EXPENSES

	Dates												
Itinerary	From												
(City)	To												
Personal Auto Mileage													
Expenses (Mile x.IRS Rate)													
Air Fare													
Car Rental													
Transportation (other)													
Tolls/Gas/Parking													
Lodging													
Misc (i.e. Tip, etc)													
Meals (Including tips)													
SUB-TOTAL													
ALLOWED (Meals)													
TOTAL TRAVEL													

OTHER EXPENSES	Expense Code	Amount
Telephone		$
Postage		$
Copying		$
Supplies (specify)		
Total Supply Expenses		$
Misc (Specify)		$
		$
		$
		$
TOTAL COMMITTEE EXPENSES		$

Committee Expenses	
TOTAL THIS REPORT	

Signature: _____

*Approved by: _____

Receipts must accompany report for all reimbursable expenses.

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