

**SOUTHWEST REGION CONFERENCE
SPECIAL TRAVEL EXPENSE REPORT**

NAME: _____

ADDRESS: _____

ITINERARY: From: _____ To: _____

From: _____ To: _____

DATE : _____ DATE : _____

PURPOSE OF TRIPS: _____

EXPENSES:

* Tolls (Previous Business Travel)					\$	_____
* Auto Rental					\$	_____
* Gasoline (Rented Car)					\$	_____
Mileage (Own Car)	_____	X	\$0.42	=	\$	_____
* Parking					\$	_____
Per Diem	Flat Rate _____	X	\$50.00	=	\$	_____
* Misc. (Tolls) - Taxi to the Pier (RT)					\$	_____

TOTAL EXPENSES \$ _____

LESS ADVANCES:

Ticket \$ _____

Cash \$ _____

TOTAL ADVANCE \$ _____

NET AMOUNT DUE WORKER \$ _____

Signed: _____ Date: _____

Approved: _____ Date: _____

* Please attach documentation