

The Diocese of Southeast Florida

525 N.E. 5th Street, Miami, FL 33132

Travel and Expense Report

Hold Check for

Dates of Trip or Expenses	From D/M/Y:	Through D/M/Y:
Name		
Street		
City/State/Zip		
Business Purpose of Trip or Expenses:		

Date									Total
City									
Traveler's Breakfast									\$ -
Traveler's Lunch									\$ -
Traveler's Dinner									\$ -
Entertainment, including meals with other people (from reverse page)									\$ -
Meals A/C #		60340		Meals sub-total				\$ -	

Lodging									\$ -
Lodging A/C #		60300		Lodging sub-total				\$ -	

Intercity Airfare/Train/Bus (ticket stub required)									\$ -
Local Transportation									\$ -
Personal Vehicle Use @ ____ per mile									\$ -
Auto Rental (attach approval letter)									\$ -
Tolls									\$ -
Parking									\$ -
Travel A/C #		60300		Transportation sub-total				\$ -	

Postage									\$ -
Telephone & Faxes (carry from reverse page) 60222									\$ -
Tips and Other (carry from reverse page)									\$ -
Postage/Tel/Fax/Other A/C #		60210		P/T/F/Other sub-total				\$ -	

Total Expenses	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
-----------------------	----	---	----	---	----	---	----	---	----	---	----	---	----	---	----	---

Advance received (\$ amount)

	\$ -

Traveler's signature: _____ **Date:** _____

Approval: _____ **Date:** _____
