The Diocese of Southeast Florida

525 N.E. 15th Street, Miami, FL 33132

Travel and Expense Report - Volunteers

(Rev. 1/25/12

☐ **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, incl. related tip								**$ -**
Traveler's Lunch, incl. related tip								**$ -**
Traveler's Dinner, incl. related tip								**$ -**
Entertainment, and meals with others(from reverse page), incl. related tip								**$ -**
Meals A/C # 60340							**Meals sub-total**	**$ -**

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

Intercity Airfare/Train/Bus (ticket stub required)								**$ -**
Local Transportation								**$ -**
Pers. Veh. Use Volunteers .14/mi .2012								**$ -**
Auto Rental								**$ -**
Tolls								**$ -**
Parking								**$ -**
Travel A/C # 60300							**Transportation sub-total**	**$ -**

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

Total Expenses	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Advance received ($ amount)

$ -

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

Approval: _____ **Date:** _____

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Detail

Date	Place of Entertainment/Contact (e.g., Name of Restaurant, Contact Telephone Number, Tips, Other)	Cost ($)	Names of Individuals Entertained/Contacted and Business Purpose

Instructions: Please type or print clearly.

Expenses can be reimbursed only by submitting a properly completed and approved Travel & Expense Report form. This Form must be accompanied by ***original receipts or train and airfare stubs for all transportation and meal expenditures and all non-meal expenditures.*** *Forms must be* submitted to the Accounting Department with completed check request form, normally within 15 calendar days following completion of each trip or incurrence of entertainment and telephone expenses. Use of Personal Vehicles will be reimbursed according to Federal Government guidelines -- $0.14/mi. for volunteers for 2012.