## 2022



## Out-Of-State/In-State Dues Paying Organization Travel Expense Report

(After July 1, 2022)

Name Employee				Address						PO Number			
ID								Home Base					
Date	POINTS OF TRAVEL Hour of Depart/ From City/State To City/State Return		Private Car Miles	Airfare, Baggage, Rental Airport Car/Taxi Park Expense		Lodging Expense	MEALS Breakfast Lunch Dinner		Necessary expenses & Registrations Detail Amount				
Date	1 Iom Grey/ State	10 City/ State	Return	Car ivines	Tark	Парепзе	Парепзе	Dieakiast	Lanen	Diffici	Detan	Timount	
TOTAL NUMBER OF MILES TRAVELED										TRANSPORTATION			
I HERERY (	CERTIFY that the above expenses	are correct and were incurred in						LODGING					
official duties	of Athens State University. I further tal claimed for travel reimbursement	The mileage and subsistence expense indicated in the expense account					MEALS						
trip, and I acl	knowledge that it is understood that					MISC	MISCELLANEOUS EXPENSE						
Office of Financial Affairs after <b>two months</b> from the date of travel will be disallowed.					has been <b>previously</b> authorized and has been checked for compliance.				TAL OF T	TAL OF THIS EXPENSE REPORT			
Attach the following items:													
Signature of Claimant Date			and the second s				Date		Purchase OrderConference Preferred Hotel with Nightly RateDetailed Agenda w/ meals providedDetailed Google MapItemized Receipts				
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