

Chaine Travel Expense Report

Name
Title
Budget

Dates:
Purpose of Trip

Date					Total
City Visited					
Purpose of Travel					
Airplane *					0.00
Lodging					0.00
Meals	Breakfast				0.00
	Lunch				0.00
	Dinner				0.00
Entertainment					0.00
Auto Miles @ .54.5/Mile **					0.00
Ground Transport	Rental Car				0.00
	Taxi/Limo				0.00
	Parking/Tolls				0.00
	Other				0.00
Telephone	Standard				0.00
	Cell Phone				0.00
Misc.	Tips/Laundry				0.00
	Internet				0.00
					0.00
Daily Total		0.00	0.00	0.00	0.00

* If the cost of your airplane ticket exceeds \$600, attach a copy of the written authorization for exceeding this amount.

** For mileage of 50 miles or more, attach a copy of a MapQuest print out (or another comparable mapping service) showing the beginning address and the ending address for the journey for which a mileage expense reimbursement has been requested. The mileage reimbursement request should correspond with the print-out. If it does not because other mileage was driven, please provide an explanation. Also, in compliance with the Expense Reimbursement Policy, please make sure to attach receipts for all expenses incurred of \$25 or more.

