

EXAMPLE

Travel Reimbursement Claim

Name: John Doe

Month: June

<u>Date</u>	<u>From</u>	<u>To</u>	<u>Distance</u>	<u>Reason</u>
3-Jun-16	ESC	MIR	2.0	Materials
3-Jun-16	MIR	WIL	1.9	Check in
3-Jun-16	WIL	ESC	3.3	Return
7-Jun-16	ESC	CAM	4.6	CR Visit
7-Jun-16	CAM	ESC	4.6	Return
8-Jun-16	ESC	MIR	2.0	Eval Mtg
8-Jun-16	MIR	ESC	2.0	Return
9-Jun-16	ESC	MIR	2.0	IEP Meeting
9-Jun-16	MIR	LGV	1.0	Check in
9-Jun-16	LGV	ESC	2.2	Return
9-Jun-16	ESC	MIR	2.0	IEP Meeting
9-Jun-16	MIR	ESC	2.0	Return
10-Jun-16	VLH	ESC	6.6	IEP Meeting
10-Jun-16	ESC	NRM	2.5	Check in
10-Jun-16	NRM	ESC	2.5	Return
10-Jun-16	ESC	CAM	4.6	Interviews
10-Jun-16	CAM	ESC	4.6	Return
13-Jun-16	ESC	NAU	4.1	Dept Mtg
13-Jun-16	NAU	MIR	2.7	Check in
13-Jun-16	MIR	ESC	2.0	Return
14-Jun-16	ESC	CAM	4.6	IEP Meeting
14-Jun-16	CAM	ESC	4.6	Return
15-Jun-16	ESC	LGV	2.2	Check in
15-Jun-16	LGV	WIL	2.7	Check in
15-Jun-16	WIL	ESC	3.3	Return
15-Jun-16	ESC	MIR	2.0	Pick up materials
16-Jun-16	MIR	ESC	2.0	Return
16-Jun-16	ESC	TBHS	2.9	ESY
16-Jun-16	TBHS	NRM	4.1	ESY
16-Jun-16	NRM	ESC	2.5	Return
17-Jun-16	ESC	NRM	2.5	Materials
17-Jun-16	NRM	ESC	2.5	Return

Column Total: 95.1

Column Total: 0.0

I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me on account thereof.

Total Mileage:

95.1

Pay (\$0.54/mile):

\$51.35

Signature

EXAMPLE