

## Travel Expense Form

Name: \_\_\_\_\_

Date of Trip: \_\_\_\_\_

Destination: \_\_\_\_\_

### Transportation

Mode of Transportation: \_\_\_\_\_

Airfare: \_\_\_\_\_

Car Rental: \_\_\_\_\_

Tolls: \_\_\_\_\_

Mileage at \$0.34 (IRS charitable rate + \$0.20) (if applicable): \_\_\_\_\_

Gasoline: \_\_\_\_\_

PLEASE NOTE: GPI WILL REIMBURSE MILEAGE **\*OR\*** GASOLINE, NOT BOTH

**Total Transportation \$** \_\_\_\_\_

### Lodging

\_\_\_\_\_ Nights @ \$ \_\_\_\_\_

**Total Lodging \$** \_\_\_\_\_

### Meals

Date	Breakfast	Lunch	Dinner	Other	Total
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

**Total Meals \$** \_\_\_\_\_

**TOTAL TRAVEL EXPENSES \$** \_\_\_\_\_