CITY OF [illegible]NTON
Employee Expense Report

Name:	Telephone:	Department:	Destination & Date(s):	Purpose of Trip:

Date	Air and Ground Transportation					Hotel & Lodging			Per Diem For Meals (cash)	Total Daily Expense	Personal Expenses (on credit to be repaid by employee)	
	Airfare (credit)	Miles Driven	Mileage Reimb. (cash)	Auto Rental (credit)	Taxi/Tolls Parking (cash)	Hotel Room (credit)	Hotel Tax & Fees (credit)	Parking/ Phone, etc (credit)			Description	Amount
			-							-		
			-							-		
			-							-		
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			-							-		
			-							-		
			-							-		
			-							-		
Totals	-	-	-	-	-	-	-	-	-	-	Total	-

Additional Business Expenses (Business-related meals, gas, purchases, etc.)							Items Pre-paid or Direct Billed (such as cost of seminar)		
Date	Place of Purchase	Name/Co. of Person(s) in Mtg or Purchase Item	Purpose of Mtg or Purchase	Accounting Code	Amount Charged	Amount Cash	Date	Description	Amount
				Total	-	-		Total	-

All expenses on this report were actually incurred by me while performing City business. I have attached receipts for all expenses.

Signed: Date:

Pre-approval by: Date:

Final Approval by: Date:

Mileage Reimbursement Rate	
IRS Rate	0.545

Per Diems	
All Day	39.00
Breakfast	7.00
Lunch	12.00
Dinner	20.00

Expense Report Summary	
Total Expenses	-
Total Charged/Pre-paid Expenses	-
Total Cash Expenses	-
Less Cash Advance	-
Less Charges to be Paid by Employee	-
Amount Due Employee (City)	-

Effective January 2018