

Name and Home Address				Purpose of Expense				Dates Covered		
Name								From	To	
Street		City	State					Zip		
Home phone ( )		Cell phone ( )	email							
<b>A. Summary of Travel Expenses</b>										
Date	Airfare	Lodging	Auto Rental	Destination	Mileage at \$ .50.5/mile		Miscellaneous		Daily total	
					Miles	Amount	Description	Amount		
								<b>Sub total A</b>		
<b>B. Summary of Business Meals/Other Business Related Expenses</b>										
Date	Place	Items	Business Purpose				Amount			
							<b>Sub total B</b>			
<b>C. Office Supplies/ Other</b>										
Date	Purchased at	Item	Business Purpose				Amount			
							<b>Sub total C</b>			
<b>Approval</b>				<b>Total (A + B+ C)</b>						
Signature		Date	Office/ Committee	phone	email		<b>Minus Advance</b>	--		
							Date Paid      Check #			
Signature		Date	Office/ Committee	phone	email		<b>Total Amount Due</b>			
							Date Paid      Check #			
Please send to: Becky Tio 14957 Dundee Ave Apple Valley, MN 55124 (952) 423-1527										