

**DAILY RECORD FOR ACTUAL & NECESSARY  
 TRAVEL EXPENSES**

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

**Employee ID#:** \_\_\_\_\_

**Inclusive Date(s) of Travel:** \_\_\_\_\_

**MEALS EXPENSE**

<b>Date</b>	<b>Expense Item</b> (e.g., breakfast, lunch, dinner)	<b>Location</b> (city, state)	<b>*Expense Amount</b>	<b>Lost Rcpt</b> (x)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**LOCAL TRANSPORTATION EXPENSE**

<b>Date</b>	<b>Expense Item</b> (e.g., taxi, bus, limo, etc.)	<b>Location</b> (city, state)	<b>*Expense Amount</b>	<b>Lost Rcpt</b> (x)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**OTHER MISCELLANEOUS EXPENSE**

<b>Date</b>	<b>Expense Item</b>	<b>Location</b> (city, state)	<b>*Expense Amount</b>	<b>Lost Rcpt</b> (x)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**\* Note** - When used as daily record for A&N expenses, a receipt is required for any single expense \$25 or more. If a receipt or other documentation is not available for a charge of \$25 or more, the maximum that can be claimed on the travel form for that expense is limited to \$25.

I, the undersigned, certify that the above account of paid expenses incurred while in authorized official travel status is just, correct, and true, and that I am authorized to make claim for reimbursement of same.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date