

The Diocese of Southeast Florida
 525 N.E. 15th Street, Miami, FL 33132
Travel and Expense Report

(Rev. 1/5/12)

Hold Check for

Dates of Trip or Expenses	From D/M/Y:	Through D/M/Y:
Name		
Street		
City/State/Zip		
Business Purpose of Trip or Expenses:		

Date									Total
City									
Traveler's Breakfast, incl. related tip									\$ -
Traveler's Lunch, incl. related tip									\$ -
Traveler's Dinner, incl. related tip									\$ -
Entertainment, and meals with others(from reverse page), incl. related tip									\$ -
Meals A/C #		60340		Meals sub-total				\$ -	

Lodging									
Lodging A/C #		60300		Lodging sub-total				\$ -	

Intercity Airfare/Train/Bus (ticket stub required)									
Local Transportation									\$ -
Personal Vehicle Use mileage .555 for 2012									\$ -
Auto Rental									\$ -
Tolls									\$ -
Parking									\$ -
Travel A/C #		60300		Transportation sub-total				\$ -	

Postage 60210									
Telephone & Faxes (carry from reverse page) 60222									\$ -
Tips and Other (carry from reverse page)									\$ -
Postage/Tel/Fax/Other				P/T/F/Other sub-total				\$ -	

Total Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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Advance received (\$ amount)

	\$ -

Traveler's signature: _____ **Date:** _____

Approval: _____ **Date:** _____
