

ALLUNY EXPENSE REPORT

Name _____ Date _____

Reason for trip: _____

Lodging: _____

Transportation:

Airfare (attach stubs): _____

Train (attach stubs): _____

Taxi/cab (attach receipts): _____

Automobile travel expenses: _____ miles at _____/mile = _____

From: _____ To: _____

Tolls (attach receipts): _____

Parking (attach receipts): _____

Miscellaneous: _____

TOTAL EXPENSES: \$ _____

Send by mail or email (with receipts attached/scanned) to:

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