



# Travel Expense Report



Name

Authorized by

Department

Date Submitted

Period

Total Reimbursement Due

Date	Description of Expense	Meal Reimbursement	Conference Registration Fees	Miles	Mileage Reimbursement	Miscellaneous

In State Per Diem -

Breakfast - (Leave before 5:31 a.m., Return after 7:59 a.m.)

\$6.00

Lunch - (Leave before 11:31 a.m., Return after 12:50 p.m.)

\$11.00

Dinner - (Leave before 5:31 p.m., return after 7:59 p.m.)

\$15.00

Mileage

\$.58/per mile