

The Diocese of Southeast Florida

525 N.E. 15th Street, Miami, FL 33132

Travel and Expense Report

(Rev. 1/10/14)

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 .56 for '14									\$ -
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:** _____

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Detail

Date	Place of Entertainment/Contact (e.g., Name of Restaurant, Contact Telephone Number, Tips, Other)	Cost (\$)	Names of Individuals Entertained/Contacted and Business Purpose

Instructions:

Please type or print clearly.

Expenses can be reimbursed only by submitting a properly completed and approved Travel & Expense Report form. This Form must be accompanied by *original receipts or train and airfare stubs for all transportation and meal expenditures and all non-meal expenditures*. Forms must be submitted to the Accounting Department with completed check request form, normally within 15 calendar days following completion of each trip or incurrence of entertainment and telephone expenses. Use of Personal Vehicles of employees of the Diocese will be reimbursed according to Federal Government guidelines -- \$0.56 for 2014.