

574 S. Sheldon Road
 Plymouth, MI 48170
 734-453-0190

Name: _____

Proposed Dates of Travel _____ Destination _____

Purpose: _____

Estimated Travel/Education Expenses		
Item	Expense	Comments
Seminar/Education Expense		
Air Fare		
Rental Car		
Rental Gasoline		
Personal Car Expense (Calculate below)		
Taxi Expenses		
Tolls		
Lodging		
Meals		
Entertainment Guests		
Miscellaneous		
Estimated Total		

**Save receipts, as they are needed when filing an Expense Report

Personal Car Expense				
Date	Location	Miles Driven	Mileage Rate/Mile*	Line Total
			Cents	
			Cents	
			Cents	
* Use current IRS rate. Mileage covers the cost of operating an automobile, including gasoline.				Total

Submitted By: _____ Date: _____

Approved By: _____ Date: _____