

JOINT COMMITTEE TRAVEL EXPENSE INFORMATION SHEET

This form **must** be filled out completely.

****Please attach receipts for transportation, lodging, parking, and miscellaneous expenses****

Name: _____ Joint Committee: _____

Purpose of Trip: _____

Travel Dates— From: _____ To: _____

Destination: _____

I Transportation

A. Personal Car: Yes No **If yes—** From: _____ To: _____

Total Miles: _____ @ 0.655 = _____

B. Airfare: Yes No **If yes—** Was the ticket charged to the Council? Yes No

What was the cost of the ticket? _____

C. Rental Car: Yes No **If yes—** Was the rental charged to the Council? Yes No

What was the cost of the rental? _____

D. Taxi Yes No **If yes—** Was the taxi fee charged to the Council? Yes No

Please itemize taxi expenses below. Attach receipt if taxi expense was \$10.00 or more.

From: _____ To: _____ Cost: _____

From: _____ To: _____ Cost: _____

II Meals & Lodging

Please attach hotel receipt with a zero dollar balance.

How was the hotel paid? Personal Credit Card Direct Bill

	Daily Rate	Hotel Tax	Meal 1	Meal 2	Meal 3	Meal Total	Daily Total
Day 1							
Day 2							
Day 3							
Day 4							
Day 5							
Day 6							
Day 7							
TOTAL							

III Parking

Location: _____ Cost: _____

Location: _____ Cost: _____

IV Miscellaneous Expenses

Expenses that are not covered above (official phone calls, gas for rental car, internet, etc.)

_____ Cost: _____

**JOINT COMMITTEE
TRAVEL EXPENSE INFORMATION SHEET**

This form **must** be filled out completely.

****Please attach receipts for transportation, lodging, parking, and miscellaneous expenses****

V Travel Record

Left Base: Date: _____ Time: _____
Returned to Base: Date: _____ Time: _____

Date	Description

Committee Member Signature: _____ Date: _____

Chair/Designee Signature: _____ Date: _____

TLC Accounting Reviewer: _____ Date: _____