

Employee Name _____

A _____

MO.	DAY	TIME OF		LOCATION		PRIVATE AUTO MILEAGE	TOLLS AND/OR PARKING	LODGING	SUBSISTENCE		TOTALS
		DEPARTURE	RETURN						B	L	
				From	To				B		
PURPOSE :									L		
									D		
				From	To				B		
PURPOSE :									L		
									D		
				From	To				B		
PURPOSE :									L		
									D		
				From	To				B		
PURPOSE :									L		
									D		
				From	To				B		
PURPOSE :									L		
									D		
				From	To				B		
PURPOSE :									L		
									D		
				From	To				B		
PURPOSE :									L		
									D		
				From	To				B		
PURPOSE :									L		
									D		
If mileage claimed, was State car available?				<input type="checkbox"/> Yes <input type="checkbox"/> No		TOTALS FOR THIS PAGE					
ENTER MILEAGE FROM ALL PAGES _____ (Miles) X _____ (Cents Per Mile)											
Additional Information (If necessary)						OTHER EXPENSES (From Other Expense Page)					
						TOTALS FROM ALL CONTINUATION PAGES					
						GRAND TOTAL					

Employee Name _____

A _____

DATE Month Day	ITEM OF EXPENSE <i>(Attach receipt for each item over \$10)</i>	EXPLANATION	AMOUNT
For instructions read Finance and Administration regulation 200 KAR Chapter 2. The form must be typed or legibly prepared in ink. Show times as a.m. or p.m. Show vicinity travel on a separate line for each day. Under subsistence, B=breakfast, L=lunch, D=dinner. Use continuation pages if needed.			PAGE TOTAL

CONTINUATION PAGE

Employee Name _____

A _____

MO.	DAY	TIME OF		LOCATION		PRIVATE AUTO MILEAGE	TOLLS AND/OR PARKING	LODGING	SUBSISTENCE		TOTALS
		DEPARTURE	RETURN						B	L	
				From	To				B		
PURPOSE :									L		
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PURPOSE :									L		
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PURPOSE :									L		
PURPOSE :									D		
				From	To				B		
PURPOSE :									L		
PURPOSE :									D		
				From	To				B		
PURPOSE :									L		
PURPOSE :									D		
						TOTALS FOR THIS PAGE					