

# Local Travel Expense Claim

**How to use this form:** Use this form to batch-submit local travel expenses. Use the correct meterage outlined in the Mileage Rate Sheet.

## Claims

Claimant: \_\_\_\_\_

Vendor #: \_\_\_\_\_

Date	From	To	Meterage
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total meterage .....	_____	@ \$0.54 =	_____
Breakfast .....	_____	@ \$13.60 =	_____
Lunch .....	_____	@ \$12.85 =	_____
Dinner .....	_____	@ \$36.30 =	_____
Management .....	_____		_____
Other .....	_____		_____
Total .....	_____		_____

## Payment information

This claim is to be reimbursed by a third-party: \_\_\_\_\_

Charge to account #: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Charge to account #: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Charge to account #: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Charge to account #: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Date

CK# \_\_\_\_\_