



## GRA Chapter Travel Expense Statement

Name: \_\_\_\_\_ Authorized by: \_\_\_\_\_

Office, Position, and/or Committee: \_\_\_\_\_

Purpose of trip: \_\_\_\_\_

Lodging			Meals		
Date (s)	Location	Amount	Location	Amount	Total
		\$		\$	

Total lodging and meals \_\_\_\_\_

### AUTOMOBILE MILEAGE RECORD

Date (s)	Origin	Destination	Starting Mileage	Ending Mileage	Total Mileage

Mileage Total \_\_\_\_\_

Date(s)	Type (air, etc)	Amount
		\$

Total \_\_\_\_\_

Date (s)	Type (parking registration)	Amount
		\$

Total \_\_\_\_\_

Total lodging and meals (attach lodging receipts).....\$ \_\_\_\_\_

Total Mileage \_\_\_\_\_ x .32/mile .....\$ \_\_\_\_\_

Total other modes of travel .....\$ \_\_\_\_\_

Total Miscellaneous expenses (attach receipts or canceled checks) .....\$ \_\_\_\_\_

Total Expenses .....\$ \_\_\_\_\_

Subtract Travel Advance Received (If applicable) ..... - \_\_\_\_\_

Total Claim for Reimbursement ..... \$ \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_