

| Date                  | Destination, Purpose, Description (if claiming mileage you must include your TO and FROM location) |                          | ATTACH RECEIPTS (Itemized Receipts are Required) |                 |             |             |      |
|-----------------------|--|--------------------------|--|-----------------|-------------|-------------|------|
|                       |  | Miles                    | Lodging  | Meals           | Parking     | Other       | Tota |
|                       |  |                          |  |                 |             |             |      |
|                       |  |                          |  |                 |             |             |      |
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|                       |  |                          |  |                 |             |             |      |
|                       |  |                          |  |                 |             |             |      |
|                       |  |                          |  |                 |             |             |      |
|                       |  |                          |  |                 |             |             |      |
|                       | Total Mile   | eage -                   | @ \$0.585 cent                                   | s per mile (eff | f 1/1/2022) |             |      |
|                       |  |                          |  |                 |             | GRAND TOTAL |      |
| Employee Signature:   |  |                          | Date:  |                 |             |             |      |
|                       | I declare under the penalties of perjury that this account, claim or demand is just and true and   | d that no part of it has | s been paid.                                     | _               |             |             |      |
| Supervisor Signature: |  |                          | Date:  |                 |             |             |      |
|                       |  | FOR OFFICE US            | E ONLY   |                 |             |             |      |
| ACCOUNT CODE          |  |                          |  | AMOI            |             |             |      |