

Employee Name: \_\_\_\_\_

Date	Destination, Purpose, Description <small>(if claiming mileage you must include your TO and FROM location)</small>	Miles	ATTACH RECEIPTS <small>(Itemized Receipts are Required)</small>				Total
			Lodging	Meals	Parking	Other	
<b>Total Mileage</b>			<b>@ \$0.655 cents per mile (eff 1/1/2023)</b>				
						<b>GRAND TOTAL</b>	

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I declare under the penalties of perjury that this account, claim or demand is just and true and that no part of it has been paid.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICE USE ONLY	
ACCOUNT CODE	AMOUNT