

**SOUTHWEST REGION CONFERENCE
SPECIAL TRAVEL EXPENSE REPORT**

NAME: _____

ADDRESS: _____

ITINERARY: From: _____ To: _____

From: _____ To: _____

DATE : _____ DATE : _____

PURPOSE OF TRIPS: _____

EXPENSES:

* Tolls (Previous Business Travel) \$ _____

* Auto Rental \$ _____

* Gasoline (Rented Car) \$ _____

Mileage (Own Car) _____ X \$ \$0.52 = \$ 0.00

* Parking \$ _____

Per Diem Flat Rate _____ 0 X \$ \$60.00 = \$ 0.00

* Misc. (Tolls) - Taxi to the Pier (RT) \$ _____

TOTAL EXPENSES \$ 0.00

LESS ADVANCES:

Ticket \$ _____

Cash \$ _____

TOTAL ADVANCE \$ _____

NET AMOUNT DUE WORKER \$ 0.00

Signed: _____ Date: _____

Approved: _____ Date: _____

* Please attach documentation