

COUNTY OF PULASKI EXPENSE REPORT
 Attach Receipts for all but Per Diem Meals and Mileage

					<u>Items Listed Below</u>	<u>Total Expense</u>
Location	_____	_____	_____	_____	_____	_____
Date	_____	_____	_____	_____	_____	_____
Breakfast \$8	_____	_____	_____	_____	_____	_____
Lunch \$8	_____	_____	_____	_____	_____	_____
Dinner \$20	_____	_____	_____	_____	_____	_____
Lodging	_____	_____	_____	_____	_____	_____
Tips	_____	_____	_____	_____	_____	_____
Subtotal (505504)	_____	_____	_____	_____	_____	_____
<u>Taxable Meals</u>	_____	_____	_____	_____	_____	_____
Car Rental	_____	_____	_____	_____	_____	_____
Air Fare	_____	_____	_____	_____	_____	_____
Subtotal (505502)	_____	_____	_____	_____	_____	_____
<u>Books (505411)</u>	_____	_____	_____	_____	_____	_____
<u>Supplies (505401)</u>	_____	_____	_____	_____	_____	_____
<u>Misc. (505804)</u>	_____	_____	_____	_____	_____	_____
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TOTAL	_____	_____	_____	_____	_____	_____

Miscellaneous Mileage Traveled

Date	Destination	Miles	Amount	per mile
_____	_____	_____		55 cents per mile as of 1/1/2009.
_____	_____	_____		
_____	_____	_____		
_____	_____	_____		
_____	_____	_____		
Total Mileage(505501)			_____	

Miscellaneous Expenses		
Date	Item	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total Miscellaneous		_____

Reimburse to: _____
 Signature: _____
 Date Submitted: _____
 Approved by: _____
 Date Approved: _____
 Non-Taxable: _____
 Taxable: _____