



## Committee Travel Expense Reimbursement Request

<b>Name</b>		<b>Committee</b>	
-------------	--	------------------	--

Dates	Type of Expense (rental contract, fuel, etc.)	Total

<b>Per Diem (no receipts required)</b>	<b>\$16 one way / \$32 round trip</b>	
--	---------------------------------------	--

Mileage Reimbursement Rate	Enter Mileage	Total
.70 per mile		
<b>Total Expenses to be Reimbursed</b>		

<b>Signature of Claimant</b>		<b>Date</b>	
------------------------------	--	-------------	--