

Tulane

Travel Expense Itemization Sheet

Traveler: Joe Fillmore SS#: 555-55-5555
 Department: X-ology Department
 Destination & purpose: National Conference (Atlanta, GA) - attendance and session presentation

Departure date: 11/21/10 Time: 1:15pm Return date: 11/25/10 Time: 12:30pm

Primary method of travel: Airfare: \$ 245.75 Class: Coach Automobile: \$ 4.85 Other: \$ 15.00
 (if not prepaid) [rate/mile x (# of miles)] *See Rates Below

Date		*Mileage rate per mile	Other Transportation (taxi, etc.)	Lodging or Lodging per diem	Meals			M & IE per diem	Combined per diem (L+M&IE)	Other expenses		TOTAL
Month	Day	# of miles	Amount		Bkfst	Lunch	Dinner			Item	Amount	
11	21	10	4.85				8.45					93.30
11	22		0.00		5.00	5.00	6.00					96.00
11	23		0.00		3.50	7.50	11.50					102.50
11	24		0.00		4.00	8.00	10.00					102.00
11	25		0.00	15.00	9.00							24.00
			0.00									0.00
			0.00									0.00
			0.00									0.00
			0.00									0.00
TOTAL		10	4.85	15.00	320.00	21.50	20.50	35.95	0.00	0.00	0.00	417.80

If justification is required for any item, please explain below:

Hotel was split three-ways, leaving \$80.00/person a night.

Subtotal expenses: 417.80
 Airfare (if not prepaid): 245.75
 Total expenses: 663.55
 Amount requested for reimbursable expenses: 500.00

I certify that the above stated expenses were incurred by me while traveling on Tulane University business.

Joe Fillmore
 Traveler's signature (required)

- *Mileage Reimbursement Rates:
- 2007 Rate Effective January 1: 48.5 cents/mile (Enter on form as .485)
- 2006 Rate: 44.5 cents/mile (Enter on form as .445)
- Note: This rate applies to travel taken from January 1, 2006 through December 31, 2006
- Note: Mileage funded by a private or an outside agency may be subject to a different rate schedule.