

NICOLET FEDERATED LIBRARY SYSTEM EXPENSE REPORT

Name _____ Day Phone (____) _____

Address _____ City _____ Zip _____

Purpose of Trip _____ Dates _____

REGISTRATION: \$ _____

LODGING _____ Nights @ \$ _____ per night: \$ _____

MILEAGE _____ Miles @ 48.5 cents per mile: \$ _____

AIR FARE: \$ _____

OTHER TRANSPORTATION: \$ _____

DATE	BREAKFAST	LUNCH	DINNER	DAY'S TOTAL

ATTACH ALL RECEIPTS FOR FULL REIMBURSEMENT.

MEALS' TOTAL: \$ _____

MISCELLANEOUS: \$ _____

(Taxis, Phone, Tolls, Portage, Items Purchased, etc.)

Break down this total in Miscellaneous below:

ADVANCE REQUEST	MISCELLANEOUS
Lodging	
Meals	
Transportation	
Miscellaneous	
Advance Total \$	Miscellaneous Total \$

TOTAL: \$ _____

Total of **Pre-Paid** \$ _____ and **Advance** \$ _____ = (Subtract): \$ _____

Signature of Traveler _____

Date Submitted _____

EXPENSE TOTAL: \$ _____