LAAOR Expense Report

HELP

Travel Dates	
From:	
To:	

Purpose: _____

Name: _____

DATE	DESCRIPTION	Air & Trans.	Lodging	Fuel / Mileage	Event Reg.	Meals & Tips	Transport ation	Other	TOTAL
									-
									-
									-
									-
									-
									-
									-
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	

SUBTOTAL	$0.00
ADVANCES	
TOTAL REIMBURSEMENT	$0.00

Note: Mileage reinbursement for personal car = $0.XX/mile

*** Don't forget to attach receipts ***

Itemized Expenses or Description for "Other"

DATE	DESCRIPTION	Amount

Authorized By Date

For Office Use Only

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