



# EXPENSE AND MILEAGE REPORT

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

## **PURPOSE OF TRIP:**

**LOCATION TRAVELED:**

**From:** \_\_\_\_\_

To: \_\_\_\_\_

MILEAGE	Miles x 1/2 of IRS rate	\$	
AIR		\$	
CAR RENTAL		\$	
<b>TOTAL TRANSPORTATION:</b>		\$	
MEALS - Breakfast \$ 15.00	Breakfast	\$	
Lunch \$ 15.00	Lunch	\$	
Dinner \$20.00	Dinner	\$	
<b>TOTAL MEALS:</b>		\$	
LODGING Must provide receipt		\$	
MISCELLANEOUS	Taxi, Bus	\$	
	Tips	\$	
	Tel. & Tel.	\$	
	Parking	\$	
	Entertainment	\$	
<b>TOTAL MISCELLANEOUS:</b>		\$	
<b>GRAND TOTAL EXPENSES:</b>		\$	

Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

2024 IRS Mileage rate = 67¢ Current rate found at GSA.gov

email to MAHA Treasurer - Karen Young karenandtodd@msn.com