



## EXPENSE AND MILEAGE REPORT



NAME: \_\_\_\_\_ 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>			\$

EXPLANATION OF ENTERTAINMENT EXPENSES			
People	Place	Type & Business Purpose	Amount
		TOTAL	\$

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

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

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