



Florida Water & Pollution Control Operators Association

A Non-Profit Association Serving Water and Wastewater Professionals in the State of Florida

TRAVEL EXPENSE REPORT

NAME _____ TITLE _____

ADDRESS _____

_____ ZIP _____

ITINERARY:

POINT	DATE	TIME

POINT	DATE	TIME

EXPENSES (Attach ALL receipts)

Transportation (Air Fares, etc.)		\$	_____
Gasoline		\$	_____
Lodging		\$	_____
Meals:	Breakfasts	\$	_____
	Lunches	\$	_____
	Dinners	\$	_____
		Total	\$ _____
Local Transportation		\$	_____
Other allowable expenses (identify) _____		\$	_____
		\$	_____
		TOTAL EXPENSES	\$ _____

SUBMITTED BY _____ DATE _____

VERIFIED BY _____ DATE _____

PAID BY CHECK # _____ EXPENSE CODE _____ DATE _____

NOTE: Meal expenses limited to \$30.00 per day (effective Nov. 1996). Gasoline expenses are for actual cost of fuel - there is no mileage allowance paid.