



Florida Water & Pollution Control Operators Association
 A Non-Profit Association Serving Water & 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, Tolls, etc.) \$ _____

Gasoline \$ _____

Lodging \$ _____

Meals Breakfasts \$ _____

Lunches \$ _____

Dinner \$ _____

TOTAL \$ _____

Local Transportation \$ _____

Other allowable expenses (identify) _____
 _____ \$ _____

TOTAL TRAVEL EXPENSES \$ _____

SUBMITTED BY: _____ DATE _____

VERIFIED BY: _____ DATE _____

PAID BY CHECK #: _____ EXPENSE CODE _____ DATE _____

NOTE: Meal expenses are limited to \$35.00 per day (effective June 2008). Gasoline expenses are for actual cost of fuel; there is no mileage allowance paid.