EXPENSE REPORT – 2021

Effective January 1, 2021 (revised 6/29/21)

NAME								VENDOR#
EVENT/CITY								
DATES --->	SUN	MON	TUE	WED	THR	FRI	SAT	TOTALS
LODGING								
*BREAKFAST								
*LUNCH								
*DINNER								
TOTAL MEALS								
OVERNIGHT TRIP	CIRCLE Y / N	CIRCLE Y / N	CIRCLE Y / N	CIRCLE Y / N	CIRCLE Y / N	CIRCLE Y / N	CIRCLE Y / N	
PRV CAR MILEAGE @ 56 cents								
MISC								
TOTALS								

*One day trip meals are taxable on W-2's, if reimbursed to employee by the City or paid directly by the City.

*** RECEIPTS MUST BE ATTACHED TO REPORT ***

_____ _____

EMPLOYEE SIGNATURE TOTAL MILES TRAVELED

_____ _____

DIVISION HEAD DATE

_____ _____

DEPARTMENT HEAD DATE

_____ _____

FINANCE DEPT DATE

CHARGE $ _____ TO ACCT _____._____.5321 Travel,Meals,Lodging & Misc.

CHARGE $ _____ TO ACCT _____._____.5322 Training/Registration

CHARGE $ _____ TO ACCT _____._____.5384 Mileage Reimbursement

Taxable Amount – Add to Employee's W-2 $_____