

## Archdiocese of Louisville

### Mileage and Meal Expense Report

Name: \_\_\_\_\_

Agency: \_\_\_\_\_

Date: \_\_\_\_\_

| Date                               | Travel To: | Travel From:          | # of Miles | Meals* | Purpose |
|------------------------------------|------------|-----------------------|------------|--------|---------|
|                                    |            |                       |            |        |         |
|                                    |            |                       |            |        |         |
|                                    |            |                       |            |        |         |
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|                                    |            |                       |            |        |         |
|                                    |            |                       |            |        |         |
|                                    |            |                       |            |        |         |
|                                    |            | Total Number of Miles |            |        |         |
|                                    |            | Rate Per Mile         | \$0.535    |        |         |
| Amount to be Reimbursed for Miles  |            |                       |            |        |         |
| Amount to be Reimbursed for Meals* |            |                       |            |        |         |

**Grand Total**                      \*Receipts for meals should indicate who attended and purpose.

The above expenditures represent cash spent for Archdiocesan purposes only and do not include items of a personal nature.

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

Approval: \_\_\_\_\_

Reviewed: \_\_\_\_\_

Address: \_\_\_\_\_

Charge to Dept. #: \_\_\_\_\_

Check #: \_\_\_\_\_

\_\_\_\_\_

Account #: \_\_\_\_\_

Date: \_\_\_\_\_