Archdiocese of Louisville

Mileage and Meal Expense Report

Name: Agency: Date:

Date	Travel To:	Travel From:	# of Miles	Meals*	Purpose
		Total Number of Miles	0		
		Rate Per Mile	$0.580		
	Amount to be Reimbursed for Miles		$0.00		
	Amount to be Reimbursed for Meals*		0		

Grand Total $0.00 ***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: _____

Address: _____

_____

Approval: _____

Charge to Dept #

Account #: 8210-0000

Accounting Department

Reviewed: _____

Check #: _____

Date: _____

MILEAGE-7-1-19