

To Be Used When Overnight Travel is Required

Employee E#

FOR EXPENSES IN CONNECTION WITH:

Meeting at Dates

Airfare (documentation required) at \$
or number of miles at 0.76
based on GSA mileage rates at <http://www.gsa.gov>

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Departure Date Time ☐ AM ☒ PM

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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Dinner @ \$32							\$ -
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Return Date Time ☐ AM ☐ PM

Please list

\$	-

Employee Signature

Administrator Approval

Breakfast: Midnight to 10:00 AM
Lunch: 10:00 AM to 3:00 PM

8/3/2026

Dinner: 3:00 PM to Midnight
Must Be Submitted Monthly