

# E2Ten

## Travel Expenses Report Form

### Employee/Volunteer Information:

Name:

Mission trip:

Date of Travel:

Trip Details:

Purpose of Trip:

Destination(s):

Travel Start Date:

Travel End Date:

### Transportation Expenses:

Airline Name:

Flight Number:

Flight Date(s):

Ticket Cost: \$ \_\_\_\_\_

Car Rental (if applicable):

Rental Company:

Rental Period:

Total Rental Cost: \$ \_\_\_\_\_

Mileage Reimbursement Rate: \$ \_\_\_\_\_ per mile

Total Mileage: \_\_\_\_\_ miles

Total Mileage Reimbursement: \$ \_\_\_\_\_

**Total Expenses:**

Total Expenses (Sum of Lodging, Meals, Transportation, and Other): \$ \_\_\_\_\_

**Receipts:**

Attach original, itemized receipts for all expenses, except meals within the per diem limit.

Declaration:

I declare that the information provided in this Travel Expenses Report is accurate and complete, to the best of my knowledge. I have complied with E2Ten's Travel Policies and Procedures and IRS Publication 463, again to the best of my knowledge.

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

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

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

Approval:

Approved by:

Signature:

Date: