## TOWN OF JONESVILLE TRAVEL APPROVAL REPORT

EMPLOYEE NAME: Purpose of Trip:			DATE OF REPORT:							
					•					
-	_									
Destination	· _									
Itemized Ex	menses:	Date:								
1001111200122		Day:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals
A. Gasoline Purcha	ses (County Vehicle									
B. Meals <b>(\$37 D</b>										
No Receipts R	-									
Breakfast	\$7 Per Day	,								
Lunch	\$12 Per Da									
Dinner	\$18 Per Day									
C. Commercial F	are for Travel **	*								
D. Lodging Exper										
E. Registration F										
F. Telephone	000									
G. Parking/Tolls	***									
H. Other Expense		)\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\								
11. Other Expense	es. (itemize beic	) VV )								
L TOTAL ( time	1 1 l	\		<u> </u>		<u> </u>				
I. TOTAL (vertica	i and norizontai	)								
Mileage for Pe	rsonal Auto:				Odomete	r Reading	Mileage	Rate Per		
Date	From		T	o	Begin End		Claimed	Mile	Amount	
								\$0.700		
								\$0.700		
								\$0.700		
								\$0.700		
								\$0.700		
								\$0.700		
•		l l								
J. TOTAL - Milea	ge Expense									
TALLY:			TOTAL EXPENSES (Add lines "I" & "J") \$  Less: Cash Advanced (							
								e Employee:	\$	
								<u>p.c.,c.c</u> .	<u> </u>	
		:			1					
				Ex	pense Accou	nt Number:				
I certify that the t	ravel indicated b	oreon W	as accomplis	hed according	to travel auti	orization tha	t the informatio	n shown here	on is correct	and
that all expenses			•	ned according	, to traver auti	iorization, tria	t the informatio	ii silowii liele	orris correct	and
Cian ad-					Davious d L.	Einones/Ass	ounto Dovahlas			
Signed:		(Emplo	weel		heviewed by	FINANCE/ACC	ounts Payable:			
		(Emplo	ye <del>e</del> )							
						Approved:	/Fir==	nce Officer/Dire	otor)	(Date)

This instrument has been preaudited in a manner as required by the Local Government Budget and Fiscal Control Act.

EFFECTIVE: 1/1/2021 Updated 06/28/2024