Oak Lawn Public Library

Business Trip Expense Form

Purpose of Trip ______________________ (include location)

Dates of Trip:								
	Sunday	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**	**Total**
Hotel								
Meals: Breakfast								
Lunch								
Dinner								
Airfare								
Taxi								
Bus								
Parking								
Own Car (See Below)								
Other: Explain Below								
TOTAL DAILY OUTLAY								

Date	**Other Expense Details**

Travel Using Own Car:

Beginning Mileage*	**Ending Mileage**	**Total Miles Traveled**	**Less Normal Commute Miles For All Trip Days**	**Reimbursable Miles**

X Current mileage reimbursement rate =

Place write mileage reimbursement amount on last day of trip above under "Own Car".

*NOTE: If actual miles traveled were not tracked for the trip above, attach a MapQuest printout showing the starting and ending destinations.

INSTRUCTIONS FOR COMPLETING EXPENSE FORM:
- Turn in this expense sheet within one week after returning from business trip.
- All submitted expenses must be accompanied by a valid receipt.
- Obtain appropriate signatures below before submitting this form to the Business Office.

TRAVEL ADVANCE RECEIVED = ____________ AMOUNT DUE EMPLOYEE = ____________

TOTAL OUTLAY FROM OTHER SIDE = ____________ AMOUNT DUE LIBRARY = ____________

I have read, and fully understand, the Library's Travel Expense Reimbursement Policy. All expenses to be reimbursed are validated with attached receipts.

NAME OF EMPLOYEE/TRUSTEE ____________ TITLE ____________
(Please print)

EMPLOYEE/TRUSTEE SIGNATURE ____________ DATE ____________

DEPARTMENT HEAD APPROVAL ____________

DIRECTOR APPROVAL ____________

Account Breakout:

ACCOUNT # ____________ AMOUNT ____________

ACCOUNT # ____________ AMOUNT ____________

ACCOUNT # ____________ AMOUNT ____________

Updated: 2019