

# ESSIC Travel Expense Statement

- 1) Please fill out form completely and print it out.
- 2) Attach original receipts, airline tickets and stubs.
- 3) Send completed form with receipts attached to **ESSIC Business Office**

FRS # \_\_\_\_\_  
 EBO TAR # \_\_\_\_\_  
 Traveler Signature: \_\_\_\_\_

Name:

Employee or Visitor Social Security #:

Home Address:

Purpose of travel and destination:

Exchange rate (if applicable):

Please print and attach exchange rate for dates of travel from <http://www.oanda.com/converter/classic>

**ITINERARY**

Dates (MM/DD/YYYY)								
	Start	End	Start	End	Start	End	Start	End
Time								
From								
To								
Private Auto Mileage								

**TRAVEL EXPENSES BY DATE**

Dates (MM/DD/YYYY)								TOTAL	
Breakfast** (\$9.00)									
Lunch** (\$11.00)									
Dinner** (\$25.00)									
Lodging									
Taxi or Limo									
Air/Rail/Bus									
Auto Rental									
Parking Fee									
Bridge or Tolls									
Telephone									
Registration Fee									
Porterage									
Private Auto Mileage* (please include in above itinerary)							miles@	per mile:	
							<b>TOTAL EXPENSES:</b>		

**\*Private Auto Mileage Rates**

\*56.0 cents/mile:

Remarks: