

# Expense Summary Form

ACCOUNT NUMBER
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DAILY LISTING OF EXPENSES									
#	EXPENSE ITEM	Sunday \   \	Monday \   \	Tuesday \   \	Wednesday \   \	Thursday \   \	Friday \   \	Saturday \   \	TOTAL
1	Mileage								
2	Airfare								
3	Rental Car								
4	Taxi								
5	Meals:								
5a	Breakfast								
5b	Lunch								
5c	Dinner								
6	Lodging								
7	Registration Fees								
8	Other Expenses								
9	Total								

[illegible][illegible]

**Submit to Accounts Payable with General Travel Expense Report at time of settlement.**