

EXPENSE REPORT – 2021

Effective January 1, 2021

NAME							VENDOR#	
EVENT/CITY								
DATES -->	SUN	MON	TUE	WED	THR	FRI	SAT	TOTALS
LODGING								
*BREAKFAST								
*LUNCH								
*DINNER								
TOTAL MEALS								
PRV CAR MILEAGE @ 56 cents								
MISC								
TOTALS								

*One day trip meals are taxable on W-2's, if reimbursed to employee by the City or paid directly by the City.

*** RECEIPTS MUST BE ATTACHED TO REPORT ***

EMPLOYEE SIGNATURE

TOTAL MILES TRAVELED

DIVISION HEAD

DATE

DEPARTMENT HEAD

DATE

FINANCE DEPARTMENT

DATE

CHARGE \$ _____ TO ACCT _____ .5321 Travel, Meals, Lodging & Misc.

CHARGE \$ _____ TO ACCT _____ .5322 Training/Registration

CHARGE \$ _____ TO ACCT _____ .5384 Mileage Reimbursement

Taxable Amount – Add to Employee's W-2 \$ _____