

# EXPENSE REPORT

Education Department  
Kansas-Nebraska Conference

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Name	<input type="text"/>	School	<input type="text"/>
Address	<input type="text"/>	Email	<input type="text"/>
City/Zip	<input type="text"/>	Date Submitted	<input type="text"/>

Reason for Travel	Date
<input type="text"/>	<input type="text"/>

Expenses	Amount
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Car Rental*	No. of Days <input type="text"/>	<input type="text"/>
Airfare*	Airline <input type="text"/>	<input type="text"/>
Auto Travel	Mileage <input type="text"/> @ 42 cents per mile	<input type="text"/>
Lodging*	No. of Days <input type="text"/>	<input type="text"/>
Full Per Diem <i>No meals provide by host</i>	No. of Days <input type="text"/> @ \$50 per day	<input type="text"/>
One Meal per Day <i>2 meals provided by host</i>	No. of Days <input type="text"/> @ \$25 per day	<input type="text"/>
Fully Entertained <i>All meals provided by host</i>	No. of Days <input type="text"/> @\$17 per day	<input type="text"/>
Conference fees	Conference Name <input type="text"/>	<input type="text"/>
Tuition	No. of Hours <input type="text"/>	<input type="text"/>
Parking*/Tolls	Explanation <input type="text"/>	<input type="text"/>
Other	Explanation <input type="text"/>	<input type="text"/>

*Attach Receipt	<b>Subtotal</b>	<input type="text"/>
	<b>Less Advance (if any)</b>	<input type="text"/>
	<b>Total</b>	<input type="text"/>

Signature

Date