ARSC Travel Claim-Expense Report

SA#

Traveler Name:

Address for Payment:

Purpose of Trip:

Dept. Date	Time	Departing From		Destination	Means
			to		
			to		
			to		
			to		
			to		
			to		
			to		
			to		
			to		
			to		
			to		
			to		
			to		
			to		
			to		

Trip Ended:

		Personal Funds	Traveler Card
Mileage Rate:	0.42		
Official Hwy Miles:		$ 0.00	
Vicinity Miles:		$ 0.00	
Airfare:			
Car Rental:			
Parking:			
Registration:			
Meals:			
Lodging:			
Trip Total:		$ 0.00	
Traveler Card Expenses:		$ 0.00	
Cash advance:		$ 0.00	
Total Amount Owed or Due Traveler:		$ 0.00	

Taxi Fares

	Personal Funds		Traveler Card
1st		**1st**	
2nd		**2nd**	
3rd		**3rd**	
4th		**4th**	

Miscellaneous Expenses

Description	Personal Funds	Traveler Card