

PMF110 (Rev. 7/96) <b>TRAVEL EXPENSE ACCOUNT FORM</b>		DATE OF CLAIM
The statement on the reverse side must be completely filled in by the payee prior to signature. Receipts must be attached as required by travel regulations.		OFFICE
NAME OF OFFICER OR EMPLOYEE	AUTHORIZATION NUMBER	DIVISION
ADDRESS	EMPLOYEE PERSONNEL NUMBER #	SECTION
CITY		FOR PERIOD

Expense Summary			
TRANSPORTATION	ADVANCE RECOUPMENT		-\$
	AUTOMOBILE		
	_____ miles @ _____ 34 ¢	\$ 0.00	
	AIRPLANE	\$	
	OTHER	\$	\$ 0.00
SUBSISTENCE	LODGING	\$	
	MEALS	\$	
TOLLS AND PARKING			\$
TIPS			\$
OTHER EXPENSES			\$
TOTAL REIMBURSEMENT COST			\$ 0.00

Certificate of Payee		
I certify that this expense account is just and true in all respects; that the distances shown were actually and necessarily traveled on the dates specified on official business only; that the expenses charged were incurred on official business of the State and none of the expenses have been paid by the State; and that the full amount is justly due.		
SIGNATURE BY PAYEE:	TITLE OR POSITION	OFFICIAL DOMICILE

Certificate of Head of Budget Unit		
I certify that the charges set forth on this expense account have been examined by me; that the services for which the charges are made were necessary and proper and that, in my opinion, the amounts claimed are just and reasonable.		
SIGNED BY:	NAME	TITLE

Approved For Payment	
AUDITED BY:	

REMARKS BY HEAD OF BUDGET UNIT IN EXPLANATION OF UNUSUAL ITEMS, ETC.	<input type="checkbox"/> MARK 'X' IF SPECIAL AUTHORIZATION
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Reason  
for  
Travel:

*	Amount	Fund	Cost Center	GL Code	WBS Element	Grant	Order
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3

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\* Budget coding information is set using the budget coding worksheet on page 3.

DATE	HOUR		TERRITORY TRAVELED SHOW ALL POINTS VISITED	ODOMETER READING		MILES TRAV.	SUBSISTENCE			TOLLS AND PARK.	TIPS	OTHER EXPENSES	
	DEPART	ARRIVE		LODGING	MEALS		DESCRIPTION	COST					
					NO.				COST				
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**Travel Expense Form Budget Coding Worksheet** - this data is transferred to the bottom of page 1

<div><div>1</div><div>Amount</div><div></div><div>Fund</div><div></div><div>Cost Center</div><div></div><div>GL Code</div><div></div><div>WBS Element</div><div></div><div>Grant</div><div></div><div>Order</div></div>	<div><div>2</div><div>Amount</div><div></div><div>Fund</div><div></div><div>Cost Center</div><div></div><div>GL Code</div><div></div><div>WBS Element</div><div></div><div>Grant</div><div></div><div>Order</div></div>
<div><div>3</div><div>Amount</div><div></div><div>Fund</div><div></div><div>Cost Center</div><div></div><div>GL Code</div><div></div><div>WBS Element</div><div></div><div>Grant</div><div></div><div>Order</div></div>	<div><div>4</div><div>Amount</div><div></div><div>Fund</div><div></div><div>Cost Center</div><div></div><div>GL Code</div><div></div><div>WBS Element</div><div></div><div>Grant</div><div></div><div>Order</div></div>