

TRAVEL EXPENSE REIMBURSEMENT FORM, TR-1

DEPARTMENT

BUDGET:

NAME/TITLE OF PAYEE

PAYEE NUMBER:

ADDRESS

OFFICIAL STATION:

YOU MUST LIST NAME OF HOTEL ON TR1; ATTACH ORIGINAL RECEIPTS; LIST DB, CC, ECT.

DATE		DETAILED EXPENDITURES (OTHER THAN MILEAGE)					TRAVEL BY PRIVATELY OWNED VEHICLE				
21/22		HOTEL	HOTEL	MEALS	OTHER	TOTAL	FROM	TO	MILEAGE	RATE	AMOUNT
MO	DAY	NAME	Amount	Amount	(SPECIFY)	FOR DAY			DRIVEN	P/M	CLAIMED
						\$0.00				0.42	\$0.00
						\$0.00				0.42	\$0.00
						\$0.00				0.42	\$0.00
						\$0.00				0.42	\$0.00
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						\$0.00				0.42	\$0.00
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						\$0.00				0.42	\$0.00
						\$0.00				0.42	\$0.00
						\$0.00				0.42	\$0.00
SUB-TOTALS			\$0.00	\$0.00	\$0.00	\$0.00	TOTAL MILEAGE		0		\$0.00

RECAPITULATION

OTHER: 1. Common Carrier; 2. Taxi; 3. Fax; 4. Incidentals - a. parking fees, b. meals for state guests

EXPENDITURES-TOTAL PAGE 1 \$0.00

SIGNATURE OF PAYEE

SIGNATURE OF SUPERVISOR

FORMS:

MILEAGE CLAIMED PAGE 1 \$0.00

TRVL REQUEST __

PAGE 2-6 TOTAL \$0.00

RECEIPTS __

MAPS __

ITINERARY __

TOTAL CLAIMED \$ \$0.00

SIGINATURE - ASSIST. DIRECTOR

DATE RCD IN ACCTS PAYABLE

SIGNATURE OF DIRECTOR

(Total of all Pages)

FORM UPDATED 7/2019

TR1 form must meet personnel policy regulations. If incorrect, form will be returned for corrections which could result in late payment of reimbursement. TR1's are due in accounting on the first working day of the month.

DATE		DETAILED EXPENDITURES (OTHER THAN MILEAGE)					TRAVEL BY PRIVATELY OWNED VEHICLE				
MO	DAY	HOTEL Name	MOTEL Amount	MEALS Amount	OTHER (SPECIFY)	TOTAL FOR DAY	FROM	TO	MILEAGE DRIVEN	RATE P/M	AMOUNT CLAIMED
						\$0.00				0.42	\$0.00
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						\$0.00				0.42	\$0.00
						\$0.00				0.42	\$0.00
SUB-TOTALS			\$0.00	\$0.00	\$0.00	\$0.00	TOTAL MILEAGE		0		\$0.00
		EXP TOTAL PAGE 3									\$0.00
		MILEAGE FROM PAGE 3									\$0.00
		PAGE 3 TOTAL									\$0.00

DATE		DETAILED EXPENDITURES (OTHER THAN MILEAGE)					TRAVEL BY PRIVATELY OWNED VEHICLE				
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SUB-TOTALS			\$0.00	\$0.00	\$0.00	\$0.00	TOTAL MILEAGE		0		\$0.00
							EXP TOTAL PAGE 4				\$0.00
							MILEAGE FROM PAGE 4				\$0.00
							PAGE 4 TOTAL				\$0.00

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						\$0.00				0.42	\$0.00
						\$0.00				0.42	\$0.00
SUB-TOTALS			\$0.00	\$0.00	\$0.00	\$0.00	TOTAL MILEAGE		0		\$0.00
									EXP TOTAL PAGE 5		\$0.00
									MILEAGE FROM PAGE 5		\$0.00
									PAGE 5 TOTAL		\$0.00

