

PERSONAL EXPENSE STATEMENT

Statement of _____

Travel Authority No.	Destination		Account No.	Receipt No.	Receipt Date	Dates of trip (mm/dd/yy)	Airfare Paid By City Contractor?	\$ Total		
	Demand Date	Place / Explanation						Yes	No	Air/Rail Fare
Date					B	\$ Meals L D	\$ Lodging	\$ Misc.	\$ Air/Rail Fare	\$ Total
Page Total										

Go to Page 1