

**GMAG EXPENSE REPORT**

Payment is requested for expenses, which were incurred while on official GMAG business. Please submit separate expense report for each meeting.

<b>Name:</b>		<b>Date:</b>	
<b>Address:</b>			
<b>City:</b>		<b>State:</b>	
		<b>Zip:</b>	

<b>Reason for Travel:</b>	

<b>Total Miles Traveled:</b>		<b>@ Applicable Fed. Rate</b>	<b>\$</b>
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<b>Lodging &amp; Meals:</b>			
	<b>Days Lodging</b>	<b>@</b>	<b>per day</b>
	<b>Breakfast</b>	<b>@ \$ 6.00</b>	<b>per day</b>
	<b>Lunch</b>	<b>@ \$ 6.00</b>	<b>per day</b>
	<b>Dinner</b>	<b>@ \$ 18.00</b>	<b>per day</b>

<b>All other items such as tips, parking, cabs, etc. should be itemized:</b>	
	<b>\$</b>
	<b>\$</b>
	<b>\$</b>
	<b>\$</b>
<b>TOTAL DUE</b>	<b>\$</b>

<b>Signature:</b>	
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<b>Approved:</b>		<b>Date:</b>	
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Receipts, with the exception of mileage, tips, and meals not exceeding the amounts indicated above must accompany all listed expenses.

Current Applicable Federal Rate = .485 cents