

Day	Travel (show each city visited)		Transportation			Subsistence			Other Expenses	
	from	to	1*	In-State	Out-of-State	2*	In-State	Out-of-State	Explanation	Amount
			Ground			B				
Depart			Air			L				
Arrive			Other			D				
Daily Private Car Mileage: @ cents/mile: \$0.485			Private car			H				
Purpose of Trip						Total				
			Ground			B				
Depart			Air			L				
Arrive			Other			D				
Daily Private Car Mileage: @ cents/mile: \$0.485			Private car			H				
Purpose of Trip						Total				
			Ground			B				
Depart			Air			L				
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Purpose of Trip						Total				
GRAND TOTALS										

1* Mode of Travel:
Ground includes rail, bus, taxi, parking fees

2* Type of Subsistence:
B = Breakfast
L = Lunch
D = Dinner
H = Housing (Room)

NOTE: Daily total for subsistence not to exceed authorized amount for in-state or out-of-state travel.

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