

# Travel and Expense Report



Name \_\_\_\_\_ Centre \_\_\_\_\_

Travel from \_\_\_\_\_ Travel to \_\_\_\_\_

Purpose of trip \_\_\_\_\_

Date								TOTAL
Airfare								
Train/Bus								
Taxi/Car Service								
Miles @ 0.510 per								
Parking/Tolls								
Car Rental								
Housing/Hotel								
Breakfast								
Lunch								
Dinner								
Entertainment*								
Telephone/FAX								
Other:								
<b>Total Expenses</b>								

Signature/Date \_\_\_\_\_ Deduct Expenses Billed to BF Directly \_\_\_\_\_

Approval/Date \_\_\_\_\_ Deduct Cash Advances \_\_\_\_\_

Meeting Attendance \_\_\_\_\_ Balance due Individual \_\_\_\_\_

