

←

Expenses For
M Elizabeth Criger

+

Love ET 1/1-1/31/17

0 Comments 2 Attachments

DATE	EXPENSE
Mon 01/23/2017	Car Rental
Mon 01/23/2017	Hotel
Mon 01/23/2017	Lodging
Mon 01/23/2017	Mileage Override
Mon 01/23/2017	Per Diem (Daily)

For the following, include date and location

If car rental used: Indicate in "Comment" field, on "Car Rental" page why you use a rental car versus a personal vehicle.
For example, "Use of rental care was more economical than use of personal vehicle and standard mileage rate".

If shared hotel room: Indicate in "Comments" field, on "Lodging" page who you shared a room with.

If carpooled: Indicate in "Comments" field, on "Mileage Override" page, who you carpooled with.

Expense Report

010015989217

Total Pay Me Amount
370.43 USD

Submit

PDF Images

Delete Edit

Expenses For M Elizabeth Criger

Report Name Love ET 1/1-1/31/17

Pay Me In USD - US Doll...

Report Type Employee Travel

Business Purpose Provide consultationto PreK classrooms (See travel events for locations) according to scope of work

Travel End Date 01/31/2017

Explanation of travel SAMPLES

For travel:

"Provide consultation to PreK classrooms (see travel events for locations) according to scope of work"

"Attended training in Time Management in Las Cruces" (PROVIDE AGENDA)

"Provided training in Time Management in Las Cruces" (PROVIDE AGENDA)

Add Comment

Post

Attachments (2)