

**IMD Expense Report**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for Trip : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **Lodging**
  + Reimbursement
    - Amount \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
      * Receipt attached

Total Lodging \_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **Mileage**
  + 2023-24 IMD rate is .655
    - Miles \_\_\_\_\_\_\_\_\_\_ x .655

Total Mileage \_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **Meals-** 
  + Breakfast $15, Lunch $20, Dinner $25
    - Breakfast x \_\_\_\_\_\_
    - Lunch x \_\_\_\_\_\_
    - Dinner x \_\_\_\_\_\_

Total Meals \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **Other**
  + Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Grand Total** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_