

**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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_