



USEA TRAVEL EXPENSE REPORT

SUMMARY SHEET

DATE SUBMITTED: _____

NAME: _____ SIGNATURE: _____

LOCATION OF HIRED WORK: _____

DATES OF TRAVEL: FROM: _____ TO: _____
(date and time) (date and time)

TOTAL TRIP EXPENSES BY CATEGORY:

- Track daily expenses on reverse side and transfer category totals here
- All receipts must accompany this form for items over \$5
- Expenses and receipts are due within 30 days of contracted work. The USEA reserves the right to deny reimbursement after 30 days.

EXPENSE TYPE	AMOUNT
Public Carrier/Airfare	\$
Private Automobile _____ miles at \$.725¢/mile*	\$
Car Rental/Fuel*	\$
Taxi/Car Share Service	\$
Parking & Tolls	\$
Lodging	\$
Meals	\$
Other Expenses	\$
TOTAL EXPENSES	\$

*The USEA will reimburse mileage if a private automobile is used OR cover the cost of a rental car and fuel.

APPROVED BY: NAME: _____ DATE: _____

SIGNATURE: _____

Contracted personnel must adhere to the [USEA policy for corporate travel and business expense](#).