TRAVEL EXPENSE ACCOUNT

revised 6/28/11 -gf-

The statement on the reverse side must be completely filled in by the payee prior to signature

Receipts must be attached as required by travel regulations

Date of Claim	04/17/12
Department	B&M
Division	
Section	
For Period	4/1/12-4/4/12

Name	JOHN SMITH
Address	12345 STATE EMPLOYEE ROAD
City, State, Zip	BATON ROUGE LA 70804

Expense Summary

	Lump-Sum Allowance		$ -	
		mi. @ .51	$ -	
Automobile:	Per Mile Cost:	100.00 mi. @ .51	$ 51.00	$ 51.00
	Lodging		$ 198.00	
Subsistence:	Meals		$ 86.00	$ 284
Tolls and Parking				$ -
Tips (FOR BAGGAGE HANDLING ONLY)				$ 2.00
Other Expenses				$ -
Less: Travel Advance				$ -
Total Reimbursable Costs				$ 337.00

Certificate of Payee

I certify that this expense account is just and true in all respects; that the distances shown were actually and necessarily traveled on the dates specified on official business only; that the expenses charged were incurred on official business of **Lafourche Parish** and none of the expenses have been paid by the **Parish**; and that the full amount is justly due. I understand that reimbursement is based upon my certification (in the form of my signature) that I have fulfilled all of the above-mentioned requirements. Furthermore, I understand and agree to adhere to **Chapter 2, Section 207** of the Lafourche Parish Code of Ordinances.

SIGNED BY PAYEE | TITLE OR POSITION | OFFICIAL WORK DOMICILE

Certificate of Head of Budget Unit

I certify that the charges set forth on this expense account have been examined by me; that the services for which the charges are made were necessary and proper; and that, in my opinion, the amounts claimed are just and reasonable.

SIGNED BY | NAME | TITLE

REMARKS BY HEAD OF BUDGET UNIT IN EXPLANATION OF UNUSUAL ITEMS, ETC

FUND	ORG	Object		Project No.	Amount		Document References
					Debit	Credit	

DATE	HOUR (SPECIFY AM/PM)		TERRITORY TRAVELED — SHOW ALL POINTS VISITED	ODOMETER READING		MILES TRAV.	SUBSISTENCE			TOLLS AND PARK	TIPS	OTHER EXPENSES	
							LODGING	MEALS					
	DEP.	ARR.		DEPART	LEAVE			NO.	COST			DESCRIPTION	COST
04/01/12	8:00 AM		Thibodaux to Monroe	1056	1106	50.00	$ 198.00	1.00	$ 14.00		$ 2.00		
						-		1.00	$ 28.00				
04/02/12						-		1.00	$ 10.00				
04/03/12						-		1.00	$ 10.00				
04/04/12		4:00 PM	Monroe to Thibodaux	1106	1156	50.00		1.00	$ 10.00				
						-		1.00	$ 14.00				
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TOTALS						100.00	**$ 198.00**	**$ 86.00**		**$ -**	**$ 2.00**	**$ -**	