

# Expense Summary Form

**ACCOUNT NUMBER**

#	EXPENSE ITEM	Sunday \\ \\	Monday \\ \\	Tuesday \\ \\	Wednesday \\ \\	Thursday \\ \\	Friday \\ \\	Saturday \\ \\	TOTAL
1	Mileage								
2	Airfare								
3	Rental Car								
4	Taxi								
5	Meals:								
5a	Breakfast								
5b	Lunch								
5c	Dinner								
6	Lodging								
7	Registration Fees								
8	Other Expenses								
9	<b>Total</b>								

[illegible][illegible]

**Submit to Accounts Payable with General Travel Expense Report at time of settlement.**