

City of Venice Police Officers' Travel Expense Reimbursement Form

Trustee: _____ Travel Dates: _____ to _____

Event: _____ Mileage Rate: (IRS Current) 0.67 Per Mile

Detailed Expenses:

Transportation	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Totals
Odometer Readings								0
Miles Driven								
Reimbursement	-	-	-	-	-	-	-	\$ -
Parking and Tolls								\$ -
Auto Rental								\$ -
Taxi/Limo								\$ -
Fuel								\$ -
Airfare								\$ -
Other								\$ -
Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Lodging	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Totals
Lodging *								\$ -
Other Taxes								\$ -
Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Food	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Totals
Breakfast								\$ -
Lunch								\$ -
Dinner								\$ -
Other								\$ -
Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Miscellaneous	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Totals
Supplies / Equipment								\$ -
Phone, Fax								\$ -
Other								\$ -
Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Conference/Seminar/Meeting			
Date	Place Name & Location	Business Purpose	Registration Amount
Totals			\$ -

Summary of Expenses

Total Expenses	\$ -	Prepared By:		
Amount due FPPTA (registration)	\$ -		(Signature)	(Date)
	\$ -	Approved By:		
Amount Due to Trustee	\$ -		(Signature)	(Date)
Amount Due to Hotel - conf #	\$ -			

Current Per Diem Rates:

10.00 Breakfast
15.00 Lunch
25.00 Dinner