

South Central Library System

4610 S. Biltmore Lane, Suite 101

Madison, WI 53718-8345

Date	Official Business (Explain purpose of trip)	Itinerary From - To	Transportation		Lodging	Meals*			Other Allowable Expenses		TOTAL EXPENSES
			Miles	.485/mile		A.M.	Noon	P.M.	Item	Amount	
				\$0.00							\$0.00
				\$0.00							\$0.00
				\$0.00							\$0.00
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				\$0.00							\$0.00
				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00

* In State Meals : \$34/day maximum

Out-of-State Meals: \$40/day maximum

Grand Total: _____

Advance: _____

Due System: _____

Due Employee: _____

Date: _____

Signature: _____