

BREAKDOWN OF SUBSISTENCE AND TRAVEL

Expenses are to be recorded by the day, not the trip

Date	Breakfast	Lunch	Dinner	Total Amount Allowed	Motel	Daily Total	Purpose	Points of Travel	Total Miles	Public Carrier	Other Expenses
Example	\$6.00	\$9.00	\$15.00	\$30.00			State Math Conference	Chareston to Jackson	225		Registration \$25.00
Example	\$7.00	\$10.00	\$18.00	\$35.00			Data Conference	Charleston to Biloxi	600		
				Totals							

OTHER AUTHORIZED EXPENSES:

e.g. Registration, meal tips (subject to daily limit), bags, parking, and ground transportation (Out-of-State)

.. Receipts must be attached for all expenses. e.g. Meals, Registration, and Taxi