

ACH direct deposit rather than a check can be provided. Complete and submit AP ACH form

Business Expense Statement continued

Name: Jim Randall
Business Expense Purpose: Washington DC

Department: Council

Mileage log may be used for detail

Rate

\$0.58

Mileage Calculation:

Date	Destination	Miles	Amount
3/8/19	City Hall to MCI	40	23.20
3/13/19	MCI to City Hall	40	23.20
			-
			-
			-
Total			46.40

Cab/Shuttle fares/Tolls:

Date	Description	Amount
Various	202.97	202.97
Total		202.97

Fuel - City Vehicle:

Date	Amount	
Total		-

Meals Local:

Date	Breakfast	Lunch	Dinner
Total		-	

Maximum allowed:	
Breakfast	15.00
Lunch	16.00
Dinner	28.00

Receipts are required

Business Meeting & Guests:

Date	Purpose	Firm & Persons Present	Amount

Total -

Miscellaneous Expense:

Date	Description	Amount
3/12/19	Mis Cash Tips	\$32.00
Total		32.00