

TOWN OF RIDGEFIELD EXPENSE REPORT
2013 Standard Mileage Rate is 56.5 cents
Effective January 1, 2013

Finance Dept Information:	
Date	_____
Check #	_____

Name: _____

Employee A/ P # _____

Dates of travel: _____

Destination: _____

Purpose of travel _____
 or program _____

(attach descriptive program material as appropriate)

Expense Summary

		Account to be charged (or credited)
Total Expense	_____	
less: Cash Advance	_____	
Total due Employee	_____	- _____
Total due Town	_____	- _____

Expense Elements

(Please attach receipts)

	Sum	Day 1 / /	Day 2 / /	Day 3 / /
Mileage @ 56.5 cents/ mile for number of miles	_____	_____	_____	_____
Auto rental	_____	_____	_____	_____
Gasoline	_____	_____	_____	_____
Parking	_____	_____	_____	_____
Tolls	_____	_____	_____	_____
Telephone/Fax	_____	_____	_____	_____
Public transportation	_____	_____	_____	_____
Lodging	_____	_____	_____	_____
Breakfast	_____	_____	_____	_____
Lunch	_____	_____	_____	_____
Dinner	_____	_____	_____	_____
Program fees	_____	_____	_____	_____
Other items....	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Total Expense	\$ _____			

Employee Signature _____

Date: _____

Manager Approval _____

Date: _____

First Selectman Aprvl _____

Date: _____

Finance Dept Review _____

Date: _____