## STATE OF COLORADO TRAVEL EXPENSE

DEPARTM	ENT			DIVISION OR AGENCY								MONTH		YEAR					
HUMAN	DIVISION OF YOUTH CORRECTIONS																		
	TRAVEL				MILEAGE MEALS AND LODGING						NG								
Date	FROM	то	Time Dpt	Time Rtn	No Miles	Rate Per Mile	Total	Bkst.	Lunch	Dinner	Lodg.	\$5 Inci- dental	Total	Total Reimbursable Items					
						0.45	-						-	-					
							-						-	-					
							-						-	-					
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TOTALS		1		1	0.0		-	-	-	-	-	-	-	-					
	NEOUS EXP																		
PURPOSE OF TRIP:								LESS TRAVEL ADVANCE											
											TOTAL			-					
PER	SONS \$ AGE CONTACTE		<u> - - - - - - - - -</u>	<u> - - - - - - - - -</u>	<u> - - - - - - - - -</u>	<u></u>	<u>inininininininininini</u>												
be rein while c the Fis basis. on this	nbursed to mon on State busin cal Rules; an Further, I her form constitu	tements in the e from any oth ress and that i d that I actual eby authorize ute approval fo een met and a	er source no claims ly incurre the State or use of p	es; that tra are inclu d or paid to deduc private au	avel perfo ded for e the opera of from my	ormed for w xpenses of ating exper / pay any a	which advance f a personal o nses of the mo amount paid to	e/reimburs r political r otor vehicle o me in ex	ement is c nature or fo e for which cess of my	laimed wa or any othe reimburs y actual ine	er expenses er expenses ement is cla curred expe	performed not author imed on a nses. The	by m rized mileag signature						
PAYEE SIGNATURE							DATE EMPLOYE					E#							
							MAIL ADDRESS												
PAYEE PR	RINT NAME A	ND PHONE N	IUMBER																
Reimburse	ment will by p	oaid State war	rant if not	checked		,	SE PAY B			FUNDS	TRANSF	ER							
FISCAL OF	FICER		SUPER	ISOR SI		-	IE NUMBER			ING AUTH	IORITY								
ACRONYN	FUND	AGENCY ID	ORG	APPR	PROGR	AM	OBJ	-SUB	B/S	GBL	RPTG	CAT	PROJEC	AMOUNT					
							<u>.</u>						TOTAL						
Shaded a	areas in co	aing string f	o be co	mpleteo	d by the	District	Accounting	haded areas in coding string to be completed by the District Accounting Office											

TRVLEFT.XLS (Revised 10/07)