



BUSINESS MANAGEMENT RESEARCH ASSOCIATES, INC.

TRAVEL EXPENSE REPORT

(Two Week Format)

mm/dd/yyyy hh:mm

Name:		Date & Time Departed Residence:	
Date:		Date & Time Arrived Destination:	
Destination:		Date & Time Departed Destination:	
Course:		Date & Time Arrived Residence:	

Expenses Paid by Employee

Week 1:

		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Dates									
Use of Personal Automobile	From:								
	To:								
	No. Miles:								
POC Rate(S)	\$ 0.575	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Parking & Tolls									\$0.00
Air Fare									\$0.00
Auto Rental									\$0.00
Lodging*									\$0.00
Lodging Taxes									\$0.00
Meals & Incidentals*									\$0.00
Phone Calls									\$0.00
Public Transportation									\$0.00
Other Expenses									\$0.00
Total Expenses Paid by Contractor/Instructor		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Week 2:

		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Dates									
Use of Personal Automobile	From:								
	To:								
	No. Miles:								
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Parking & Tolls									\$0.00
Air Fare									\$0.00
Auto Rental									\$0.00
Lodging*									\$0.00
Lodging Taxes									\$0.00
Meals & Incidentals*									\$0.00
Phone Calls									\$0.00
Public Transportation									\$0.00
Other Expenses									\$0.00
Total Expenses Paid by Contractor/Instructor		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Two Week Expense Total:

\$0.00

Expenses Charged to BMRA Account: (not paid by contractor/instructor)

		Total
Air Fare		\$
Auto Rental		\$
Lodging		\$
Lodging Taxes		\$
Telephone		\$
Miscellaneous	Delete this text and provide specifics and amounts in this cell, and put total Misc in the Total Column ->	\$
Total Expenses Charged to BMRA Account:		\$0.00
Total Trip Charges (not what is due contractor/instructor)		\$0.00
Total Due Contractor/Instructor		\$0.00

Contractor/Instructor Signature

Date

BMRA Signature

Date

*Reimbursement rates for use of personal auto, M&I Expenses, and Government hotel allowances are sent to each instructor with the Instructor Packet.