

CADDO PARISH COMMISSION EXPENSE REPORT

Name: _____ Date Submitted: _____

Travel Authorized By: _____ Destination: _____

For the Following Commission Business: _____

Grant to be Charged: _____ G/L Account: _____

DAILY EXPENSES

	SUN	MON	TUE	WED	THU	FRI	SAT	
DATE								
Meal Per Diem <small>(75% on First and Last Days)</small>								
Hotel								
Telephone								
Taxi / Rideshare								
Tips <small>(Other Than Meals)</small>								
Parking								
TOTAL DAILY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TRANSPORTATION EXPENSES

Airplane Ticket	
Parish Car <small>(Gas, Oil, Etc.)</small>	
Personal Car (_____ miles @ \$ 0.725)	\$ -
TRANSPORTATION EXPENSES	
TOTAL TRANSPORTATION	\$ -

OTHER ITEMIZED EXPENSES

Registration Fees	
Baggage	
Incidentals	
TOTAL OTHER	\$ -

Attach to this statement receipts for hotel, airplane ticket, gasoline, oil, registration and any other itemized expenses.

Signature

Approved By:

Signature

Total Travel Expenses

Travel Advance Received

Prepaid Expenses

Purchasing Card

Balance Due To/(From) Commission

	\$ -
	\$ -

NOTE: Expense accounts shall be filed within 15 days after completion of the Parish business for which the travel was incurred. Failure to file an expense account within the 15-day period shall result in a reduction of 25 percent from the total expenses that would otherwise be allowable. No subsequent travel advances nor reimbursement for subsequent travel shall be granted to an individual with a previous outstanding expense advance.

Resolution No. 39 of 1992