

Project (Please circle): Administrators Instructors Practitioners' Task Force
 Advisory Council Distance Learning Conference Planning Other _____

Michigan Adult Education Professional Development Project

National Human Resources Development, Inc.
 A Non-Profit Corporation
 1431 Bird Road
 Winter Springs, FL 32708

TRAVEL/EXPENSES STATEMENT

Name _____ Date _____
 Address _____ City _____ State _____ Zip _____
 Social Security Number _____
 Date of Departure _____ Time of Departure _____
 Date of Return _____ Time of Return _____
 City/Cities Visited _____
 Purpose of Trip _____
 Signature _____

Date →						Total
Expenses						
Plane						
Rental Car						
Fuel Purchase						
Personal Car Map Mileage						
# of miles x .50 cents per mile						
Taxi Fare						
Tolls						
Parking Fee						
Phone						
Lodging						
Breakfast \$7.25						
Lunch \$7.25						
Dinner \$16.50						
Printing						
Other (specify)						

Approved by _____

TOTAL \$ _____

Date _____

Check Number _____ Check Date _____

Project/Budget Number _____

Supporting receipts for airline tickets, rental car, fuel, taxi, tolls, tolls, lodging, and purchased materials are required. Meals should use Michigan's per diem rate as listed.