



**EXPENSE REPORT**

<b>Name: John Smith</b>	<b>Purpose of Trip or Expense:</b>  <b>Interdiction Conference New Orleans, LA May 10-15, 2016</b>
<b>Agency: Charleston Police Department</b>	
<b>Address:</b>  <b>Mailing address for check usually either your home, office, parent agency or task force address</b>	
<b>AHIDTA Training # Leave this section blank</b>	

**Check Made Payable:**

<b>Date</b>	<b>Description</b>	<b>Amount*</b>
	First Day of travel Per diem \$64.00 X.75	\$48.00
	Last day of travel Per Diem \$64.00X.75	\$48.00
	Three full days of per diem \$64.00X 3 (2016 New Orleans rate)	\$192.00
	Hotel at government rate plus taxes attach receipt	\$600.00
	Airport parking attach receipt	\$60.00
	Taxi airport to hotel attach receipt	\$32.00
	Taxi hotel to airport attach receipt	\$34.00
	Baggage fees roundtrip attach receipt	\$50.00
<b>Total Expenses</b>		\$1064.00

<b>Signature:</b> <b>Must be signed</b>	<b>Date:</b>
<b>Approval:</b> <b>AHIDTA Training Coordinators Signature</b>	<b>Date:</b>

\*Please attach all receipts to this expense report, with the exception of meals. Expenses without a receipt will not be reimbursed.