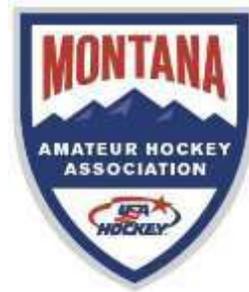


2026



EXPENSE AND MILEAGE REPORT

NAME: _____ DATE: _____

ADDRESS: _____

PURPOSE OF TRIP:

LOCATION TRAVELED:
From: _____
To: _____

MILEAGE	Total Miles:	x	\$	
AIR			\$	
CAR RENTAL			\$	
TOTAL TRANSPORTATION:				\$
MEALS - Breakfast	\$ 15.00	Breakfast	\$	
Lunch	\$ 15.00	Lunch	\$	
Dinner	\$20.00	Dinner	\$	
TOTAL MEALS:				\$
LODGING	Must provide receipt			\$
MISCELLANEOUS	Taxi, Bus		\$	
	Tips		\$	
	Tel. & Tel.		\$	
	Parking		\$	
	Entertainment		\$	
TOTAL MISCELLANEOUS:				\$
GRAND TOTAL EXPENSES:				\$

EXPLANATION OF ENTERTAINMENT EXPENSES			
People	Place	Type & Business Purpose	Amount
		TOTAL	\$

Signature: _____ Dated: _____

2026 IRS Mileage rate = 70¢

MAHA reimburses mileage at 50% the current IRS rate