FLT Academy

EXPENSE REPORT

Employee _____ **Dates Covered** _____

DATE	DESCRIPTION	TRAVEL	MEALS	FUEL	OTHER	Personal Auto Use Miles / Amount		TOTALS
							0.00	0.00
							0.00	0.00
							0.00	0.00
							0.00	0.00
							0.00	0.00
							0.00	0.00
							0.00	0.00
							0.00	0.00
							0.00	0.00
							0.00	0.00
							0.00	0.00
							0.00	0.00
							0.00	0.00
	TOTAL EXPENSES	0.00	0.00	0.00	0.00		0.00	0.00

Explanation:	Mail to:

Employee Signature _____ **Supervisor Approval** _____

Beginning January 1, 2025, the standard mileage rates for the use of a car (vans, pickups or panel trucks) will be: $0.**70** **cents per mile** for business miles driven..

PRINT

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