

Town of Ulysses - Travel Expense Form

Name		Account No.	
E-mail		Department	
Purpose		Approved by	

Expenses	Dates	Details	Amount
Transportation			
Own car mileage			
Lodging			
Meals			
Conference fees			
Other			
Subtotal			
Less amount paid by Town			
Total amount owing to employee			

Signature	Date
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Please attach receipts for all listed expenses, sign the form, obtain approval, and submit to the Town Clerk or Bookkeeper.