South Central Library System

4610 S. Biltmore Lane, Suite 101
Madison, WI 53718-8345

Date	Official Business (Explain purpose of trip)	Itinerary From - To	Transportation Miles	.485/mile	Lodging	Meals* A.M.	Noon	P.M	Other Allowable Expenses Item	Amount	TOTAL EXPENSES
				$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
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				$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

* In State Meals : $34/day maximum
Out-of-State Meals: $40/day maximum

Grand Total: _____
Advance: _____

Due System: _____
Due Employee: _____

Date: _____ Signature: _____

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