

**City of Frostburg**

**Expense Report**

For Month of \_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: Police Dept.

TRAVEL EXPENSE

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Purpose of Trip** | **From** | **To** | **Mileage** | **Approved** |
|  |  |  |  |  |  |

**Total Mileage:** \_\_\_\_\_ Miles

OTHER EXPENSES

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Description (Attach hereto any bills)** | **Amount** | **Approved** |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |

**Total Other Expenses:** $\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
|  | Miles at .345 per mile | $ |
|  | Other Expenses | $ |
|  | **TOTAL EXPENSES** | **$** |

**CHECK NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_**