



# Senior Service America, Inc.

Senior Environmental Employment (SEE) Program  
 8403 Colesville Road, Suite 1200 • Silver Spring, Maryland 20910  
 Phone: (301) 578-8900 • Fax: (301) 578-8895



## TRAVEL EXPENSE REPORT

Name: _____								Dept / Sponsor: _____	
Purpose: _____									
Departure Date:		Time:		Return Date:		Time:			
<b>E X P E N S E D E T A I L</b>								<b>TOTALS</b>	
Destination(s) incl: City State								To Be Reimb.	Chrg to SSAI
Regional				Headquarters					
Account to be charged:		___% <input type="checkbox"/> PGM ___% <input type="checkbox"/> ENF ___% <input type="checkbox"/> STAG			___% <input type="checkbox"/> PGM ___% <input type="checkbox"/> HPS				
Date									
Per Diem									
Hotel (incl tax)									
Airline Ticket									
Car Rental									
Gas for Rental									
Private Car Odometer Readings									
From:									
To:									
Number of Miles:									
Total Miles Driven:		@ \$0.565 / mile			Enter total here >				
Local Transport.									
Parking									
Tolls									
Other expenses must be detailed on back.							Enter total here >		
<b>TOTALS:</b>									
Traveler's Sig. _____ Date _____						LESS TRAVEL ADVANCE (Check No. _____):		\$	
EPA Approving Official _____ Date _____						Balance Due Traveler:		\$	
SSAI Approving Official _____ Date _____						DUE SSAI:		\$	

