

HIBBING PUBLIC UTILITIES TRAVEL EXPENSE WORKSHEET

Name				Title			
Event description and location							
Event dates		from:		to:		Travel dates	

Travel expenses out-of-pocket or cash advance

Transportation Codes: A- Airfare, B – Taxi, C- Personal Car, H - HPUC Vehicle

Date	Transportation		Gas	Lodging	Meals			Miscellaneous		Daily Total
	Cod	Miles			Amount	B	L	D	Description	
Totals										

Travel expenses charged to HPUC VISA

Transportation Codes: A- Airfare, B – Taxi, C- Personal Car, H - HPUC Vehicle

Date	Transportation			Gas	Lodging	Meals			Miscellaneous		Daily Total
	Code	Miles	Amount			B	L	D	Description	Amount	
Totals											

Prepaid Expenses/Payment Method

Airfare	
Registration	
Hotel	
Other	
Total Prepaid Expenses	

Expense Summary

Total Trip Expense	
Less Prepaid Expenses	-
SUB TOTAL	
Less expenses paid on HPUC VISA	-
Less cash advance	-
Due Employee	
Due HPUC	

Account number

Due Employee	Paid to employee on
Due HPUC	Rec'd from employee on

Traveler Signature/Date	Approval Signature/Date
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