



EXPENSE REPORT

Date: _____

Name: _____

Address: _____

Purpose: _____

Total Miles: _____ @ see rate below * mile = \$ _____

Purchase items (attach original receipts only) \$ _____

Lodging / Meals / Tips (attach original receipts only) \$ _____

Telephone / Other (attach original receipts only) \$ _____

Total Expenses: \$ _____

Signed: _____ Date: _____

Approved: _____ Date: _____

Revised: February 5, 2019 rate \$0.56

Revised: January 19, 2020 rate \$0.57.5

Revised: January 21, 2021 rate \$0.56

Revised: July 1, 2022 rate \$0.625

Revised: January 1, 2023 rate \$0.655

Revised: January 1, 2023 rate \$0.67

See <http://www.irs.gov/Tax-Professionals/Standard-Mileage-Rates/>