

Southern High-Speed Rail Commission

c/o SARPC – P.O. Box 1665, Mobile, AL 36633

Name & Title: _____ Date: _____

Purpose & Destination:

DATE:				
Personal Auto – Miles Driven				
Reimbursement @ .555 cents/mile	\$			
Parking	\$			
Taxi/Bus, Etc. (Non-Personal Auto)	\$			
Air Fare	\$			
Travel Lodging: Hotel Room (Only)	\$			
Travel Lodging: Hotel Phone	\$			
Travel Meals *	\$			
Travel Baggage Handling/Tips:	\$			
Other (Itemize Below):	\$			
Daily (Sub-Totaled) Expenses:				

OTHER

	Date	Description/Purpose	Amount
Detail of "Other" Charges			

Total of All Expenses >	
Less Advances >	
Due Commissioner /Employee >	
Due SHSRC >	

ADVANCES:

Air: _____
 Hotel: _____
 Registration: _____
 Other: _____

This form
MUST BE SIGNED and
 mailed to the above
 referenced Southern
 High-Speed Rail

I certify that this expense account is correct, that the expenses were incurred on the dates specified, and that the expenses were for official business only:

Signature: _____

Approved: _____ Checked: _____

*The meal allowance cap for most areas is \$49 per day with high cost areas being \$59 to \$64 per day. Receipts are not required for meals within the allowance; however, actual costs of meals should be reflected on the expense report. Parking allowance is \$12.00 for each parking event without receipt. Taxi allowance is \$10 for each taxi event without a receipt. Please list the amount for each event separately on the expense report. If parking or taxi events are over \$10 (including tip), receipt is required. Receipt for lodging required. No receipts are required for incidental costs such as baggage handling. Reimbursement for alcohol is prohibited. Revised 9/26/2011