



# WESTERN BERKS FIRE DEPARTMENT

111 Stitzer Avenue | Wernersville, PA 19565 | Phone (610) 678-1332 | Fax (610) 898-4280

<http://www.westernberksfire.org>

## TRAVEL EXPENSES

Name:		Address:	
Purpose of Travel:			
Date Submitted:		Approved By:	
Travel Date	Mileage	Travel Date	Mileage
Expenses	Dates	Details	Amount
Transportation		<input type="checkbox"/> Air <input type="checkbox"/> Taxi <input type="checkbox"/> Rental Car <input type="checkbox"/> Other	\$
		<input type="checkbox"/> Air <input type="checkbox"/> Taxi <input type="checkbox"/> Rental Car <input type="checkbox"/> Other	\$
		<input type="checkbox"/> Air <input type="checkbox"/> Taxi <input type="checkbox"/> Rental Car <input type="checkbox"/> Other	\$
		<input type="checkbox"/> Air <input type="checkbox"/> Taxi <input type="checkbox"/> Rental Car <input type="checkbox"/> Other	\$
Personal Vehicle		Total Mileage from Above: _____ x 56¢	\$
Lodging		Location:	\$
		Location:	\$
		Location:	\$
Meals		(Not to exceed \$50/day)	\$
		(Not to exceed \$50/day)	\$
		(Not to exceed \$50/day)	\$
Fees		Description:	\$
		Description:	\$
		Description:	\$
Other		Description:	\$
		Description:	\$
		Description:	\$
		Total	\$
Signature			Date