SESC

214 N. Kanawha St.
Beckley, WV 25801

TRAVEL EXPENSE STATEMENT

for the month of _____

Name: _____ **Employee ID:** _____

Address: _____
PO Box or Street Address | City/Town | State | Zip

Mileage rate = $.545 as of 01/01/18

Date	From	To	Purpose of Travel	Miles	Mileage	Meals	Lodging	Other
					0.000	B L D		
					0.000	B L D		
					0.000	B L D		
					0.000	B L D		
					0.000	B L D		
					0.000	B L D		
					0.000	B L D		
					0.000	B L D		
					0.000	B L D		
					0.000	B L D		
					0.000	B L D		
					0.000	B L D		
					0.000	B L D		
					0.000	B L D		
					0.000	B L D		
					0.000	B L D		
					0.000	B L D		
					0.000	B L D		
			(Mileage)	0				
				TOTALS	$0.000	$0.00	$0.00	$0.00
						Grand Total:	$0.00	

Employee:_____ **Date:** _____

Supervisor:_____ **Date:** _____

$0.00

VENDOR | FUND-PROJECT-PGM/FUNCTION-OBJECT-LOCATION | AMT DUE