

Travel Expense Worksheet
for
ITS Program Advisory Committee
 Version 2.6

Name (please type or print): _____
 Project Name: ITS Program Advisory Committee
 Citizant Project Number: 10147.001.8100
 Project Manager: Carlos Velez
 Project Mgr Ph Num: 202-314-3821

From Date: August 7, 2013 To Date: August 8, 2013

NOTE: Please also complete the Travel Mileage Worksheet. In the electronic version of this Travel Expense Worksheet, the "Mileage" expense below will be calculated automatically from entries on the Travel Mileage Worksheet.

	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total
	8/4/2013	8/5/2013	8/6/2013	8/7/2013	8/8/2013	8/9/2013	8/10/2013	
Expense Type								
Air, Train or Other Common Carrier Fare								
Mileage								
Lodging								
Lodging Tax								
Meals & Incidental Expenses								
Parking and Tolls								
Taxi / Public Transportation								
Miscellaneous								
Total Expenses								

Make reimbursement check payable to (please type or print): _____

Mail reimbursement check to (please type or print): _____

Sign and date below.
 I certify that the expenses are correct.

Signature: _____ Date: _____

Fax this Travel Expense Worksheet, the Travel Mileage Worksheet, and copies of required receipts to 703-263-9003, Attention: Citizant Accounting. Mail originals to the address below. If you have any questions or need additional assistance, please call 202-314-3821.

Citizant
5180 Parkstone Dr.
Attention: Accounting
Chantilly, VA 20151

Approval (for Citizant use): _____ Date: _____

**Travel Mileage Worksheet
for
ITS Program Advisory Committee
Version 2.6**

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From Date: August 7, 2013

Week To Date: August 8, 2013

Mileage Rate = \$0.565

Date	From	To	Travel Miles	Less: Daily Commute	Net Reimb. Miles	Total
8/4/2013						
8/5/2013						
8/6/2013						
8/7/2013						
8/8/2013						
8/9/2013						
8/10/2013						
					Total	