

LADCO Expense Report Instructions

- Complete Name, (**home**) address, city, state, zip code
- Phone Number (cell)
- Agency
- Conference/Training you attended
- City, State of site location

Start: MM/DD/YYYY; HH:MM 01/01/2025 10:30 AM

End: MM/DD/YYYY; HH:MM 01/04/2025 08:30 PM

Federal Per Diem Rate: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

Mileage rate: 0.70 ***Must submit a MapQuest showing distance from start to end address.**

The form is electronic, so once you put in the amounts it will automatically calculate the total, for a grand total at the bottom of the form. Please send this version, do not convert to pdf format.

Transportation: Used for mileage or self-pay travel ticket purchase

Lodging: Used for self- pay lodging

Taxi/Shuttle: Used for all ride-share options

Parking: Airport or hotel parking fees

Meals: Put an "X" in each highlighted meal box that you are eligible to receive.

Breakfast 06:00 am – 10:00 am / Lunch 11:00 am – 2:00 pm / Dinner 5:00 pm – 9:00 pm

Other: Used for incidental allowance, baggage fees, and other miscellaneous receipts.

Date	Transp.	Lodging	Taxi/Shuttle	Parking	Meals (2)	Other	Total
01/01/2025					Breakfast: 	\$ -	\$ -
					Lunch: 		
					Dinner: 		
01/02/2025					Breakfast: 	\$ -	\$ -
					Lunch: 		
					Dinner: 		
01/03/2025					Breakfast: 	\$ -	\$ -
					Lunch: 		
					Dinner: 		
01/04/2025					Breakfast: 	\$ -	\$ -
					Lunch: 		
					Dinner: 		

Put Initials in Box