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| SSAI logo - icon blue wmf Local Travel Expense Report |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Please print all information clearly:** | | | | | | | | | | | | |
| **1.** Employee:       \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | **2.** Employee Number: Consultant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |
| **3.** Period from:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | **4.** Period to:       \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |
|  | **5.a. Date** | | **b. Project ID** | | c**. Account Number** | **d. Destination** | **e. Auto**  **Miles (A)** | | **f. Parking & Tolls (B)** | **g. Other**  **(C)** | **h. Total**  **(B) + (C)** | |
| (1) | |  |  | |  |  |  | | $ | $ | $ | |
| (2) | |  |  | |  |  |  | | $ | $ | $ | |
| (3) | |  |  | |  |  |  | | $ | $ | $ | |
| (4) | |  |  | |  |  |  | | $ | $ | $ | |
| (5) | |  |  | |  |  |  | | $ | $ | $ | |
| (6) | |  |  | |  |  |  | | $ | $ | $ | |
| (7) | |  |  | |  |  |  | | $ | $ | $ | |
| (8) | |  |  | |  |  |  | | $ | $ | $ | |
| (9) | |  |  | |  |  |  | | $ | $ | $ | |
| (10) | |  |  | |  |  |  | | $ | $ | $ | |
| (11) | |  |  | |  |  |  | | $ | $ | $ | |
| (12) | |  |  | |  |  |  | | $ | $ | $ | |
| (13) | |  |  | |  |  |  | | $ | $ | $ | |
| (14) | |  |  | |  |  |  | | $ | $ | $ | |
| (15) | |  |  | |  |  |  | | $ | $ | $ | |
| **i. Totals** | | | | | | |  | | $ | $ | $ | |
| j. Total Auto Mileage | | | | | | |  | | **X Multiply By $0.54** | | $ | |
| **k. Total Amount Due** | | | | | | | | | | | $ | |
|  | | | | | | | | | | |  |
| **6.** Remarks: | | | | | | | |
|  | | | | | | | |
| **7.** Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **8.** Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Admin. Init. \_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | |
| *Science Systems and Applications, Inc. Form 01ACCT 01/2016* | | | | | | | | | | | | |

# SSAI logo - icon blue wmf Instructions – Form 01ACCT, Local Travel Expense Report

Block 1. Employee: Self-explanatory

Block 2. Employee Number: Enter your six-digit SSAI employee number

Block 3. Period from: First day of travel

Block 4. Period to: Last day of travel

Block 5. Enter the date, project ID, account number, destination, miles traveled, parking and tolls, if applicable, in each designated column (columns a. – g.). Place the total for each row in column h., total the row i., and place total in block h. Your total mileage should be entered in block i. and multiplied by the mileage rate indicated to arrive at a total in the total column. Adding all the components in this column will then give you a total to be entered in block j. \*\* Note\*\* Blocks b and c expand to 9 to 12 digits.

Block 6. Remarks: Enter additional comments if necessary

Block 7. Employee Signature: Self-explanatory

Block 8. Approval: Manager will indicate approval by signing