

Need to make changes after signing? Right click on your signature and select Clear, make your changes, and sign again.

DRW Cash Reimbursement Form

Name:		Month Covered (e.g. March 2022):	
Employee Signature		Do <u>not</u> sign until you have completed the form. Signing will save and email form.	

CASH PURCHASES MADE FOR DRW

(eg: supplies, lodging, meals, or gas for DRW or rental vehicles)

Allowable Meal Reimbursements in-state are as follows: Breakfast \$9; Lunch \$11; Dinner \$21

Meals allowed: Breakfast if traveling before 7am; Lunch if traveling between 11-2; Dinner if traveling after 6:30pm.

One line per receipt please. Deduct personal costs and reduce meal costs to the maximum allowable limits.

Date	Description of Expense (include name of vendor, item(s) purchased, and purpose of expense)	Class (and Client, if applicable)	Amount
Total Purchases:			

MILEAGE EXPENSES

Roundtrip mileage btwn offices: Mad-Milw:148; Mad-RL:470; Milw-RL:592; Mad-Men:212; Milw-Men:202; RL-Men: 478

Vehicles: 1st Choice = DRW vehicle; next rental (approx \$44/day + gas); last choice is personal vehicle

Fill in Date	Points of Travel		Miles	Mileage @	per mile	Lift van **	Class and Client	Total
	From	To						
				Brief description of trip				

Note: To view attachments, select the paperclip icon on the left. If the paperclip isn't visible, press F4 to show the Navigation Pane.

= Total Mileage Expenses	
Total Purchases (from above)	
Less travel advances/personal costs from Credit Card Voucher	
Total Reimbursement Due:	

****** Lift Van box should be checked only if personal accessible vehicle is used for travel. Adjusted mileage rate is

Supervisor Signature
Signing will save and email form.