

Week ending Saturday **2/18/17**  
**Name:** RAJENDRA VALLURU  
Address n/a  
City/State/Zip n/a  
Social Security No: n/a

Mileage @ week's start: Mileage @ week's end:  
Business Mileage for week: Personal Mileage for week: 0.0

**Staff ID** RV  
**Department/Affiliate** CIO - 0055 IT - 0024

Office Use Only

Bank #: \_\_\_\_\_ Employee Clock#: \_\_\_\_\_

By: \_\_\_\_\_ Amount: \_\_\_\_\_ Check no.: \_\_\_\_\_

Fund: \_\_\_\_\_ CC: \_\_\_\_\_ Act'y: \_\_\_\_\_ Proj.: \_\_\_\_\_

	Sun	Mon	Tue	Wed	Thur	Fri	Sat	TOTALS	Office Use Only Acct. #
	2/12/17	2/13/17	2/14/17	2/15/17	2/16/17	2/17/17	2/18/17		
Gas								\$0.00	
Rental Car								\$0.00	
Parking & tolls								\$0.00	
Taxi, train, shuttle bus, etc.								\$0.00	
Baggage Fees								\$0.00	
Mileage @ \$0.535/mile								\$0.00	
Hotel & lodging								\$0.00	
Hotel tips & other tips								\$0.00	
Per Diem (Non-taxable) \$46/Day		\$0.00						\$0.00	
Individual Meal Expense								\$0.00	
Business Meal Expense								\$0.00	
Copying expense								\$0.00	
Meeting room								\$0.00	
Business Expenses									
Internet		\$74.99						\$74.99	
Mobile Phone								\$0.00	
Software								\$0.00	
Hardware								\$0.00	
Supplies								\$0.00	
Unspecified Business Expense(s)								\$0.00	
TOTALS	\$0.00	\$74.99	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$74.99	
Primary Location VA Duration: 0 TOTAL CHECK \$74.99									

As of January 1, 2017 the per diem rate in the US is \$46. Breakfast \$7; Lunch \$11; Dinner \$23; Incidentals \$5

Activity/Campaign		Description	Location	Activity *	Campaign**	Phase***	Affiliate****
Sunday	02/12/17						
Monday	02/13/17						
Tuesday	02/14/17						
Wednesday	02/15/17						
Thursday	02/16/17						
Friday	02/17/17	Home Office Internet	VA	A Union Administra	08212 Overhead	401 General Overh	0999 UNITE HERE
Saturday	02/18/17						

By signing below, I certify that all of the items reported are true, the receipts provided on this form are correct, and represent union business expenses.

Staff signature: \_\_\_\_\_ Date: \_\_\_\_\_ Approval signature: \_\_\_\_\_ Date: \_\_\_\_\_