

Travel Expense Sheet
for
ITS Program Advisory Committee
Version 2.0

Name (please type or print): _____
Project Name: ITS Program Advisory Committee
Citizant Project Number: 10072.001.8100
Project Manager: Erik Wik
Project Mgr Ph Num: 202-314-3828

From Date: January 2, 2011 To Date: January 8, 2011

In the electronic version of this Travel Expense Sheet, the "Mileage" total expense will be calculated automatically upon completing the Travel Mileage Sheet.

	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total
	1/2/2011	1/3/2011	1/4/2011	1/5/2011	1/6/2011	1/7/2011	1/8/2011	
Expense Type								
Air or Train Fare								\$0.00
Mileage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Lodging								\$0.00
Lodging Tax								\$0.00
Meals & Incidental Expenses								\$0.00
Parking and Tolls								\$0.00
Taxi / Public Transportation								\$0.00
Miscellaneous								\$0.00
Total Expenses								\$0.00

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

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

I hereby certify that the expenses are correct.

Signature: _____ Date: _____

Approval (for Citizant use): _____ Date: _____

As described in the Travel Process Instructions, complete, sign, date, and fax this Travel Expense Sheet, the Travel Mileage Sheet, and copies of receipts to 703-263-9003, Attention: Citizant Accounting. Mail originals of the Expense and Mileage Sheets and receipts to the address below. If you have any questions or need additional assistance, please call 202-314-3821.

Citizant
5180 Parkstone Dr., Suite 100
Attention: Accounting
Chantilly, VA 20151

**Travel Mileage Sheet
for
ITS Program Advisory Committee**
Version 2.0

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 Project Manager: Erik Wik
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From Date: January 2, 2011

To Date: January 8, 2011

Mileage Rate = \$0.50

Date	From	To	Travel Miles	Less: Daily Commute	Net Reimb. Miles	Total
1/2/2011			0	0	0	\$0.00
1/3/2011			0	0	0	\$0.00
1/4/2011			0	0	0	\$0.00
1/5/2011			0	0	0	\$0.00
1/6/2011			0	0	0	\$0.00
1/7/2011			0	0	0	\$0.00
1/8/2011			0	0	0	\$0.00
Total						\$0.00