


Please enter the week ending date in Col b first. This will populate the dates in the Summary of Expenses section.  
Fill in the GREEN shaded areas to make sure amounts are included in the totals. White areas can be used for notations

WEEK ENDING:	6/7/2025	(Saturday's Date)
NAME	Ezekiel Buck	
SIGNATURE:		
MANAGER'S SIGNATURE		

<b>DIVISION</b>	LGD - Local Government Division	<b>BILLABLE</b>	X
<b>DEPT</b>	200 - Development	<b>NON-BILLABLE</b>	

**\*\* SCAN COMPLETED FORM WITH RECEIPTS AND MANAGER APPROVAL TO ACCOUNTS.PAYABLE@TYLERTECH.COM \*\***

(scan with signature on form or email approval from manager with name, week ending date, and total amount in subject line)

## SUMMARY OF EXPENSES

DAY & DATE	CUSTOMER / ACTIVITIES		DEPART/RETURN TIME	# of MILES @.655 MILEAGE \$	TOLLS & PARKING	CAT	MEALS P/DIEM	ENTERTAIN	HOTEL	AIRFARE	RENTAL CAR & GAS	MISC. EXP.	TOTAL
	DAY TYPE	MODULE											
SUNDAY 1-Jun						N/A	0.00						
						N/A	0.00						
				\$ -		N/A	0.00						\$ -
MONDAY 2-Jun						N/A	0.00						
						N/A	0.00						
				\$ -		N/A	0.00						\$ -
TUESDAY 3-Jun	Tyler Survivor Supplies - Target					N/A	0.00						
						N/A	0.00						
				\$ -		N/A	0.00					26.61	\$ 26.61
WEDNESDAY 4-Jun	Tyler Survivor Supplies - Hobby Lobby					N/A	0.00						
						N/A	0.00						
				\$ -		N/A	0.00					2.14	\$ 2.14
THURSDAY 5-Jun						N/A	0.00						
						N/A	0.00						
				\$ -		N/A	0.00						\$ -
FRIDAY 6-Jun						N/A	0.00						
						N/A	0.00						
				\$ -		N/A	0.00						\$ -
SATURDAY 7-Jun						N/A	0.00						
						N/A	0.00						
				\$ -		N/A	0.00						\$ -
TOTALS:				\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28.75	\$ 28.75

PER DIEM ZONES AND CALCULATIONS								NOTES:	
Per Diem Total		Breakfast		Lunch		Dinner		Date	Description
		Category	Rate	Category	Rate	Category			
Per Diem 55	\$55.00	B55	\$8.25	L55	\$13.75	D55			5/29/2025 Target - 20 pool noodles and a pack of poster board
Per Diem 59	\$59.00	B59	\$8.85	L59	\$14.75	D59			5/29/2025 Hobby Lobby - 2 poster board
Per Diem 64	\$64.00	B64	\$9.60	L64	\$16.00	D64			
Per Diem 69	\$69.00	B69	\$10.35	L69	\$17.25	D69			
Per Diem 74	\$74.00	B74	\$11.10	L74	\$18.50	D74			
Per diem 79	\$79.00	B79	\$11.85	L79	\$19.75	D79			
Per diem 85	\$85.00	B85	\$12.75	L85	\$21.25	D85			
N/A	0	N/A	0	N/A	0	N/A	\$	-	
1. Describe Misc. Expenses in the Notes Section. 2. Entertainment Exp. <b>must</b> have the names of everyone present and what was discussed, incl TYLER employees. 3. Departure Time is the time you leave the local area, Return Time is when you arrive back in the local area. 4. Per diem rates are determined by location. Max departure day per diem is L/D .85 click below for per diem rate look up <a href="http://www.gsa.gov/portal/category/21287">http://www.gsa.gov/portal/category/21287</a>									