# Travel Expense Report

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|---|---|---|---|---|---|
| *Name* | Kim Ambercrombie | *Authorized by* | Yossi Banai | *Per Mile Reimbursement* | $0.32 |
| *Department* | Sales | *Date Submitted* | 3/30/2016 | *Total Reimbursement Due* | $0.00 |
| *Period* | 1/0/00 | | | | |

| Date | Description of Expense | Airfare | Lodging | Ground Transportation (Gas, Rental Car, Taxi) | Meals & Tips | Conferences and Seminars | Miles | Mileage Reimbursement | Miscellaneous | Currency Exchange Rate | Expense Currency | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Data of Student's Creation | | | | | | | | | | | $0.00 |
| | | | | | | | | | | | | $0.00 |
| | | | | | | | | | | | | $0.00 |
| | | | | | | | | | | | | $0.00 |
| Total | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | $0.00 |