SC2000 TRAVEL EXPENSE REPORT -- MSI Program

	Mail to: Stephenie McLean
	P.O. Box 220571
Name:	**Chantilly, VA 20153-0571**
Address:	**Mcleansam@aol.com**
SSN: **Phone:** **Email:**	
Purpose of Trip:	

Note: Original airline ticket and hotel receipts must be attached as per guidelines.

Travel Itinerary			**SC2000 business dates and times, comments**
	Date	**City**	
From			
To			
From			
To			
From			
To			

1. Per Diem	**_____ days to the nearest half day -- at $167.00 per day (6 day maximum)**	**$**
	Note: Per Diem includes lodging, meals, transportation to and from airport, tips, laundry, phone calls, etc.	
2. Airfare		**$**

TOTAL EXPENSES ($1,410 maximum)	**$**
Subtract advances	**($)**
and other payments	**($)**
TOTAL DUE TRAVELER (or amount due SC2000)	**$**

Traveler's signature	**Date:**
Approval signature	**Date:**