IN-STATE MEALS AND LODGING  
(Lodging Receipt Required)  
<table>
<thead>
<tr>
<th>a. Leave Headquarters Date</th>
<th>b. Arrive Headquarters Date</th>
<th>c. Actual meals not to exceed Fed. Rate</th>
<th>d. Actual lodging not to exceed Fed. Rate</th>
<th>e. TOTAL not to exceed Fed. Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>f. Meals</td>
<td>g. Lodging</td>
<td>h. TOTAL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL MEALS & LODGING** i.  
**TOTAL ACTUAL EXPENSE** j.  

OUT-STATE MEALS AND LODGING  
(Lodging Receipt Required)  
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<tr>
<th>k. Leave Headquarters Date</th>
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<td>p. Meals</td>
<td>q. Lodging</td>
<td>r. TOTAL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL MEALS & LODGING** s.  
**TOTAL ACTUAL EXPENSE** t.  

**DATE**  

**u. RECORD OF TRANSPORTATION AND DUTIES PERFORMED**  

**MILEAGE**  
Point to point*  

Total  

*Show point-to-point breakdown, including intra-city mileage claims  
Use an additional form or a "CONTINUATION SHEET" if additional space is needed.