

Pro Bono Travel Expenses

Receipts required for lodging, airfare, rental cars and any meal \$50.00 and over

*Reimbursement for meals and lodging expenses may be claimed only on an actual expense (itemized) basis, up to the applicable GSA per diem allowance for the date and location of travel. (See Rates table on page 1)

Attorney(s): _____

DATE	EXPENSE TYPE	TO/FROM	OTHER EXPENSE AMOUNT	MILEAGE	MILEAGE RATE .575 (EFFECTIVE 1/1/20)	TOTAL
TOTAL:						

*Any expense other than privately owned vehicle, please enter in **OTHER EXPENSE AMOUNT**.