



## TD Expense Report

TD Name: \_\_\_\_\_ Event: \_\_\_\_\_

Host Program: \_\_\_\_\_ Date(s): \_\_\_\_\_

- **Lodging**

- Not required/requested
- ROC Provided and covered expense
- TD provided and needs reimbursement
  - Amount \_\_\_\_\_
    - Receipt attached

Total Lodging \_\_\_\_\_

- **Mileage**

- 2023 IRS rate is 625
  - Miles \_\_\_\_\_ x .625

Total Mileage \_\_\_\_\_

- **Meals**

- Breakfast \$15, Lunch \$20, Dinner \$25
  - Breakfast x \_\_\_\_\_
  - Lunch x \_\_\_\_\_
  - Dinner x \_\_\_\_\_

Total Meals \_\_\_\_\_

- **Other**

- Other: \_\_\_\_\_

Total Other \_\_\_\_\_

- **TD Stipend**

- Reimbursed to ROC from IMD at \$120/day
  - \$120 x \_\_\_\_\_ Days

Total Stipend \_\_\_\_\_

**Grand Total** \_\_\_\_\_

TD Signature: \_\_\_\_\_ ROC Signature: \_\_\_\_\_