# Chesapeake Conference
# PRE-MOVE/HOUSE-HUNTING TRIP

**If more than one trip has been authorized, fill out a separate form for each trip.**

**Name**:_____ **Date**:_____

**Address**:_____

**Location**: **From**:_____ **To**:_____

***Taxable***

**Mileage**: Total Miles Driven: _____
X Mileage Rate *: _____ . . . . . = $_____

**Airfare**: (attach receipts) . . . . . $_____

**Hotel**: (attach receipts) . . . . . $_____

**Per Diem**: Number of People Traveling: _____
X Daily Per Diem *: _____
X Number of Days Traveling: _____ . . . . . = $_____

**Other Expenses**: (specify and attach receipts)
_____ $_____+
_____ $_____+
_____ $_____+. . .= $_____

**Total**: $

*See Appendix T-3

_____ _____
Employee Signature Date

| | |
|---|---|
| OFFICE USE ONLY:<br>Approval:_____<br>Signature<br>_____<br>Date | Pre-Moving Expense 47 $_____<br>Advance 53 $_____<br>Other ___ $_____ |