PART II

Schedule A—USE OF PERSONALLY-OWNED AUTOMOBILE

DATE	TERRITORY TRAVELED—SHOW ALL POINTS	ODOMETER READING		MILES TRAVELED
		DEPARTURE	RET.	

Fill out **Schedule A** or **Schedule B** is you traveled by automobile. Use **Schedule C** to record airfare, lodging costs, meals, and conference registration.

Total Miles Traveled _____

Rate-Per-Mile Allowance _____

Add Lump-Sum Allowance _____

TOTAL REIMBURSEMENT—Schedule A $_____

Transfer this value to **Part I**

Schedule B—USE OF STATE-OWNED AUTOMOBILE

DATE	DESCRIPTION OF TRIPS	LICENSE NO.	MILES TRAVELED	PURCHASES		STORAGE	MISCELLANEOUS	
				GAS	OIL		DESCRIPTION	COST
TOTALS								

TOTAL REIMBURSEMENT—Schedule B $_____

Transfer this value to **Part I**

Schedule C—OTHER TRAVEL EXPENSES

DATE	HOUR		DESTINATIONS AND DAILY LOCATIONS	COMMON CARRIER COSTS	LODGING	MEALS		MISCELLANEOUS	
	DEP.	RET.				NO.	COST	DESCRIPTION	COST
10-09-04	10:00 am	10:00 am	Somewhere, Texas	332.00	205.19	5	23.54	Registration	55.00
TOTALS				332.00	205.19		23.54		55.00

TOTAL REIMBURSEMENT—Schedule C $ 615.73

Transfer this value to **Part I**