# United States Army Warrant Officers Association

## Travel Expense Report

| **Name of Traveler:** | **Purpose of Travel** |
|---|---|
| Date: From: To: | |

Instructions: If travel extends more than nine days, use additional forms. Submit completed form to Treasurer or National Office within TEN working days following return. Attach receipts. (Receipts required for all items over $15.) Attach copy of Travel Request and Authorization.

| Travel | | | | | | | | | | Total |
|---|---|---|---|---|---|---|---|---|---|---|
| Travel Day | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Monday | |
| 1. Lodging | | | | | | | | | | |
| 2. Air Fare | | | | | | | | | | |
| 3. Telephone | | | | | | | | | | |
| 4. Taxi | | | | | | | | | | |
| 5. Rental Car | | | | | | | | | | |
| 6. Rental car gas | | | | | | | | | | |
| 7. Parking & Tolls | | | | | | | | | | |
| 8. POV | | | | | | | | | | |
| 9. Other (See Section C) | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| Totals | | | | | | | | | | |

**Cash Advances and items previously paid to or for the traveler:**

| **Date Paid** | **Description** | **Amount** | | |
|---|---|---|---|---|
| | Cash Advance | | | |
| | Air Fare (include personal portion, if any) | | | |
| | Conference Fees | | | |
| | Other Items (explain) | | | |
| | | | | |

| Comments: | 14. Due Traveler | |
|---|---|---|
| | | |
| | 15. Due USAWOA | |

**Section B** - Personal Car (Item 8) per mile **(attach**

| Date | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| To | | | | | | | | | | |
| From | | | | | | | | | | |
| Total Mileage | | | | | | | | | | |
| at . ¢ per mile | | | | | | | | | | |

**Section C -** Other Expenses (Item 13, give brief explanation of expense(s) including date(s Approval

| **Section D** - Items requiring specific approval | APPROVED | | | APPROVED |
|---|---|---|---|---|
| 1. | | 6. | | |
| 2. | | 7. | | |
| 3. | | 8. | | |
| 4. | | 9. | | |
| 5. | | 10. | | |

I certify that this claim is true, correct and complete to the best of my knowledge and belief and is applicable only to expenses incurred on official USAWOA business and that payment for the expenses claimed has not been received by me.

Signature of Traveler Date Approved Date

**USAWOA Form 400-13 (Apr 2009)**