

# Town of Richmond

Name of Official		Department					Date			
Travel; Place; Event	# of Miles	x .55/mi <small>reg. gov. 43</small>	Tolls & Parking	Fees	Breakfast	Lunch	Supper	Other	Total	

Receipts are required for all reimbursements (less travel).  
 Attach documentation (brochure, flyer, announcement) for  
 all meetings and seminars.

I hereby certify that the above expenses were incurred by me while in an  
 official capacity for the Town of Richmond.

\_\_\_\_\_  
 Department Approval

\_\_\_\_\_  
 Employee