

**TRAVEL
INSTRUCTIONS/EXAMPLES**

Check		Payee		Mileage & Rate or Mode of Travel	Inclusive Travel Dates		Amount Of Check	Amount Chargeable To IIK (1)
Number	Date	Name	Destination and Purpose		From (M/D/Y)	To (M/D/Y)		
9962768	4/28/02	T. Kennedy	Albany: Program Director's Seminar	Bus	4/26/02	4/27/02	\$ 17.45	\$ 17.45
--		Etaoin Shrdlu (IK)	Transport program supplies to Albany	Personal vehicle – 100 miles @ \$ 0.23	4/27/02	4/27/02	\$ 23.00	\$ 23.00
9962809	5/20/02	Driver: John Doe	Transport baseball team to Ronkonkoma for League Championships	168 miles @ \$ 0.23	5/15/02	5/15/02	\$ 38.64	\$ 38.64
9962810	5/21/02	Mobil Oil Corp.	Gasoline for agency vehicles	160 gal. @ \$ 1.02	4/1/02	4/30/02	\$ 163.20	\$ 163.20
TOTALS: \$							242.29	242.29

NOTE: (1) The Amount Chargeable To IIK could be less than 100% of the total cost. A proration of cost would be required if the expenses incurred benefited a non IIK program as well.