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**Return form to:**
Macromolecules Innovation Institute

Attn: Administrative Office

1075 Life Science Circle, Suite 110 (0201)

Blacksburg, VA 24061
(540) 231-6824

**Expense Report**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Purpose: |  |  | Date From: |  |  | Date To: |  |
|  |  |  |  |  |  |  |  |
| Name: |  |  | ID/SSN: |  |
|  |  |  |  |  |
| Address: |  |  | Official Use Only |
|  |  |  | Account Paid: |  |  |
|  |  |  | Date Paid: |  |  |
|  |  |  |  |  |  |

  *(Attach all* ***original itemized*** *receipts to a separate sheet of paper)*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date |  | Hotel | Transport | Miles | @ rate | Meals | Phone | Misc. | Total |
|  |  |  |  |  |  |  |  |  | $ |
|  |  |  |  |  |  |  |  |  | $ |
|  |  |  |  |  |  |  |  |  | $ |
|  |  |  |  |  |  |  |  |  | $ |
|  |  |  |  |  |  |  |  |  | $ |
|  |  |  |  |  |  |  |  |  | $ |
|  |  |  |  |  |  |  |  |  | $ |
|  |  |  |  |  |  |  |  |  | $ |
|  |  |  |  |  |  |  |  |  | $ |
|  |  |  |  |  |  |  |  |  | $ |
|  |  |  |  |  |  |  |  |  | $ |
| Mileage Rate: | .40 under 100 miles | $ | $ |  # | $ | $ | $ | $ | $ |
|  | .55 over 100 miles |  |  |  |  |  |  | Subtotal: | $ |
|   |  |  |  |  |  |  |  | Advance: | $0 |
| Note:  |  |  |  |  |  |  |  | Total: | $ |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| ***NON****-Virginia Tech employees/students –* ***MUST*** *submit a W9 along with this form!!!* |
|  |