

SAMPLE

Month

Year

MONTH

YEAR

FIRST LAST

ADDRESS

CITY, STATE ZIP

Date	Description	Category	Mileage	Mileage Amount	Per Diem	Expense	*	Lost Time	Hourly Wage	Total Lost Time	Total
6.1.2026	FROM ADDRESS-TO ADDRESS	414-Negotiations	40	\$30.400						\$0.00	\$30.40
6.1.2026	CONTRACT NEGOTIATIONS MEETING	414-Negotiations		\$0.000				2.5	\$40.00	\$100.00	\$100.00
6.1.2026	NEGOTIATIONS LUNCH	414-Negotiations		\$0.000		\$53.00				\$0.00	\$53.00
6.15.2026	CONVENTION-DULUTH 10.2.2026-10.5.2026	401-Convention		\$0.000	\$27.00					\$0.00	\$27.00
6.15.2026	CONVENTION-DULUTH 10.2.2026-10.5.2026	401-Convention		\$0.000				8	\$40.00	\$320.00	\$320.00
6.15.2026	FROM ADDRESS-TO ADDRESS	401-Convention	80	\$60.800						\$0.00	\$60.80
				\$0.000						\$0.00	\$0.00
				\$0.000						\$0.00	\$0.00
				\$0.000						\$0.00	\$0.00
				\$0.000						\$0.00	\$0.00
				\$0.000						\$0.00	\$0.00
Totals			120	\$91.20	\$27.00	\$53.00		10.5	\$80.00	\$420.00	\$591.20