

**Travel Expense Sheet**  
**for**  
**ITS Program Advisory Committee**  
 Version 2.0

Name (please type or print): \_\_\_\_\_  
 Project Name: ITS Program Advisory Committee  
 Citizant Project Number: 10072.001.8100  
 Project Manager: Erik Wik  
 Project Mgr Ph Num: 202-314-3828

From Date: January 2, 2011 To Date: January 8, 2011

In the electronic version of this Tavel Expense Sheet, the "Mileage" total expense will be calculated automatically upon completing the Travel Mileage Sheet.

	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total
	1/2/2011	1/3/2011	1/4/2011	1/5/2011	1/6/2011	1/7/2011	1/8/2011	
<b>Expense Type</b>								
Air or Train Fare								\$0.00
Mileage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Lodging								\$0.00
Lodging Tax								\$0.00
Meals & Incidental Expenses								\$0.00
Parking and Tolls								\$0.00
Taxi / Public Transportation								\$0.00
Miscellaneous								\$0.00
<b>Total Expenses</b>								<b>\$0.00</b>

Make reimbursement check payable to (please type or print): \_\_\_\_\_

Mail reimbursement check to (please type or print): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I hereby certify that the expenses are correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approval (for Citizant use): \_\_\_\_\_ Date: \_\_\_\_\_

As described in the Travel Process Instructions, complete, sign, date, and fax this Travel Expense Sheet, the Travel Mileage Sheet, and copies of receipts to 703-263-9003, Attention: Citizant Accounting. Mail originals of the Expense and Mileage Sheets and receipts to the address below. If you have any questions or need additional assistance, please call 202-314-3821.

**Citizant**  
**5180 Parkstone Dr., Suite 100**  
**Attention: Accounting**  
**Chantilly, VA 20151**

**Travel Mileage Sheet**  
**for**  
**ITS Program Advisory Committee**  
Version 2.0

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Project Name: ITS Program Advisory Committee  
Citizant Project Number: 10072.001.8100  
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From Date: January 2, 2011

To Date: January 8, 2011

Mileage Rate = \$0.50

Date	From	To	Travel Miles	Less: Daily Commute	Net Reimb. Miles	Total
1/2/2011			0	0	0	\$0.00
1/3/2011			0	0	0	\$0.00
1/4/2011			0	0	0	\$0.00
1/5/2011			0	0	0	\$0.00
1/6/2011			0	0	0	\$0.00
1/7/2011			0	0	0	\$0.00
1/8/2011			0	0	0	\$0.00
<b>Total</b>						<b>\$0.00</b>