



Municipal Technical Advisory Service
INSTITUTE *for* PUBLIC SERVICE

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Statement of Expense Claims Sample Form

Dear Reader:

The following document was created from the MTAS website ([mtas.tennessee.edu](http://www.mtas.tennessee.edu)). This website is maintained daily by MTAS staff and seeks to represent the most current information regarding issues relative to Tennessee municipal government.

We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with municipal government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other MTAS website material.

Sincerely,

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Statement of Expense Claims Sample Form

Reference Number: MTAS-1174

Statement of Expense Claims Sample Form

Form T-2

CITY OF _____

STATEMENT of EXPENSE CLAIMS incurred while traveling on city business

NAME:	ADDRESS:
SOCIAL SECURITY NO.	
AMOUNT TO PAY:	ZIP CODE

Date Mo Day Year	DESCRIPTION	AMOUNT		ACCOUNT NAME	ACCOUNT NUMBER	OBJECT CODE	AMOUNT
	TRAVEL		1				
			2				
			3				

Object of Trip: _____

Departure Date: _____ Date: _____ Return Date: _____

Date Mo. Day	Where Incurred	Lodging	Break- fast	MEALS Lunch	Dinner	Trans- portation	Other Expenses Taxi, phone, entertainment, etc. Amount	Total each line
	Total each column						Total each column	

<p>If an adjustment is made a supplemental expense account may be filed when proper documentation has been obtained. The original reimbursement check number should be referenced when filing a supplemental claim. Check No. _____</p> <p>APPROVED _____ HEAD OF DEPARTMENT DATE</p> <p>APPROVED _____ MAYOR/MANAGER DATE</p>	<p>I certify that the above stated expenses were incurred by me while traveling on City business.</p> <p>If an error is found, please return for correction. (Otherwise the necessary adjustment will be made.)</p>
	(SIGNATURE)
	(TITLE)

DISCLAIMER: The letters and publications written by the MTAS consultants were written based upon the law at the time and/or a specific sets of facts. The laws referenced in the letters and publications may have changed and/or the technical advice provided may not be applicable to your city or circumstances. Always consult with your city attorney or an MTAS consultant before taking any action based on information contained in this website.

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