

TRAVEL EXPENSE INVOICE

Date:

Invoice #:

Court Reporter Information:

Name:

Address:

Phone:

Bill To:

Firm/Agency:

Case Name:

Case/Job #:

Assignment Details:

Date of Travel:

Destination:

Description of Expense	Quantity/Miles	Rate/Unit	Total
Mileage (IRS Standard Rate)			
Airfare / Train / Bus			
Lodging			
Meals / Per Diem			
Parking / Tolls			

Description of Expense	Quantity/Miles	Rate/Unit	Total
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Travel Time (Hourly)

Miscellaneous:

Total Amount Due: \$ _____

Notes:

Signature: _____ Date: _____