



# **PASSPORT PROGRAM** **Transportation Expenses**

For each date/activity indicate the number of kms and choose one of the payment methods below:

Date	Details of Activity	Total Kms.	Cost Per Km.	Flat Rate	Gas Receipts	Bus/Cab Receipts	Sub-Total
<b>Grand Total</b>							

**Notes:**

1. Transportation expenses are covered only when the recipient is in the vehicle;
2. Maximum rate is .43 per k/m;
3. Flat Rate (total value cannot exceed maximum allowable mileage rate of .43 per k/m);
4. Gas Receipts (total value cannot exceed maximum allowable mileage rate of .43 per k/m).

***Transfer the Grand Total amount to your passport invoice.***