

**SDRTA EXPENSE STATEMENT  
2011-2012**

Date:

Please complete the following information and return this form to the SDRTA  
Treasurer: Ron and Gloria Riherd, 3945 Corral Drive, Rapid City, SD 57702

Check payable to: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

SDRTA Officer \_\_\_\_\_

Committee Chair Person \_\_\_\_\_

RTA Unit \_\_\_\_\_

Purpose of Travel of Expense: \_\_\_\_\_

Reimbursement: Complete the appropriate selection for expense statement.  
Authorized mileage is the state rate at .32 per mile.

Mileage from \_\_\_\_\_ to \_\_\_\_\_ and return.  
City City

Total mileage \_\_\_\_\_ @ .32 per mile = \$

Meals (attach receipts) \$

Lodging (attach receipts) \$

Postage (attach receipts) \$

Telephone calls (attach receipts) \$

Supplies or other expense (attach receipts) \$

**TOTAL** \$

Signature \_\_\_\_\_

**For SDRTA Treasurer Use Only**

Expense Statement Number \_\_\_\_\_

Check Number \_\_\_\_\_

SDRTA Treasurer Signature \_\_\_\_\_