PERSONAL EXPENSE

THE CITY OF NEW YORK LAW DEPARTMENT *SUBMIT IN INK*

Telephone Number

Last Four (4) Digits of Social Security Number

Division

Payee (PRINT)

For amounts disbursed as follows: *Date:* 20

20		PARTICULARS			SUMMARY		
Mo.	Day	(State title of suit for expenses incurred to obtain information and testimony) NYCLIS NUMBER REQUIRED WHERE AVAILABLE					
					WITNESS FEES AND EXPENSES		
					Subpoena Fees and Mileage		
					Loss of Time of Witnesses		
					Meals of Witnesses During Trials		
					POSTAGE		
					TELEPHONE AND OTHER COMMUNICATIONS		
					Telephone Calls		
					Telegram, Cable and Messenger Service		
					OFFICE SERVICES		
					Public Officials' Fees		
					Expenses to Obtain Evidence - Xerox		
					Newspapers and Periodicals		
					Expressage		
					Supplies		
					CARFARE		
					Local Carfares		
					Local Auto Hire		
					Gas & Tolls		
					TRAVELING EXPENSES		
					Airplane Transportation		
					Railroad Fares		
					Carfares Out of Town		
					Auto Hire Out of Town		
					Hotel Bills for Rooms		
					Meals Out of Town Only		
					Telephone Calls Out of Town		
					SPECIAL SERVICES		
					Meals of Employees (Supper Money) (Submit in Duplicate)		
		TOTAL $			**TOTAL $**		

I hereby certify that the above account of expenditures is a true and correct statement of disbursements actually made by me; that the allowance for supper money included in this account was for services required after regular after regular business hours and authorized by my supervisor; and that the expenditures of the above sums were necessary in the performance of my official city duties; and further certify that no part thereof has been paid to me except thereon, and that the balance as shown therein is actually due me

Date _____ 20

APPROVED BY

Signature

Head of Division

Employee's Title