

# PERSONAL EXPENSE

SUBMIT IN INK

THE CITY OF NEW YORK  
LAW DEPARTMENT

Telephone Number

Last Four (4) Digits of Social Security Number

Division

Payee (PRINT)

For amounts disbursed as follows:

20

20		PARTICULARS		SUMMARY	
Mo.	Day	(State title of suit for expenses incurred to obtain information and testimony)			
		MATTER 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 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

Signature

APPROVED BY:

Head of Division

Employee's Title