|  |  |
| --- | --- |
| Business Name:  | File Reference:  |
| Business Owner:  | Business Address:  |
| Person Doing Search:  | Business Phone No.:  |

| DATE | ADDRESS OF POTENTIAL REPLACEMENT PROPERTY | HOURSSPENT | VEHICLEMILEAGE | MEALS/LODGING | WHO DID YOU MEET WITH AND WHAT WAS THE RESULT OF THE VISIT? |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Search Cost Calculations:

\_\_\_\_\_ Hours x $\_\_\_\_\_\_\_\_\_\_ =$\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Miles x $\_\_\_\_\_\_\_\_\_\_ =$\_\_\_\_\_\_\_\_\_\_

Meals and Lodging =$\_\_\_\_\_\_\_\_\_\_

TOTAL (Maximum $5,000) =$\_\_\_\_\_\_\_\_\_\_

* Time spent is based on reasonable salary earnings and must have been during normal working hours for which no compensation is otherwise received.
* Mileage rates not to exceed $0.70 per mile.
* Meals and lodging away from home based on paid‑receipted bills.
* The term “general area” is not an acceptable site address.

I CERTIFY that all information submitted herewith or included herein is true and correct.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE TITLE DATE