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

| DATE | ADDRESS OF POTENTIAL REPLACEMENT PROPERTY | HOURS  SPENT | VEHICLE  MILEAGE | MEALS/  LODGING | WHO DID YOU MEET WITH AND WHAT WAS THE RESULT OF THE VISIT? |
| --- | --- | --- | --- | --- | --- |
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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