

UNLV

University of Nevada, Las Vegas  
**TRAVEL ITINERARY WORKSHEET**  
*(see reverse for instructions)*

TD
2PV

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Traveler's Name: \_\_\_\_\_ Traveler's Vendor Number: \_\_\_\_\_

DATE	TIME	LOCATION	*METHOD OF TRAVEL	**MILEAGE	*LODGING EXPENSE	MEALS			CAR RENTAL *	TAXI, BUS, ETC. *	PARKING*	OTHER*	
						BREAKFAST	LUNCH	DINNER					
	am pm am pm	Departed Arrived			\$ \$	\$ \$	\$ \$	\$ \$	\$ \$	\$ \$	\$ \$	\$ \$	
	am pm am pm	Departed Arrived											
	am pm am pm	Departed Arrived											
	am pm am pm	Departed Arrived											
	am pm am pm	Departed Arrived											
	am pm am pm	Departed Arrived											
	am pm am pm	Departed Arrived											
<b>TOTALS</b>													
						TOTAL MEALS							

**\*Original receipts are required for these categories. If a method of payments shows Mastercard as the credit card type, the receipt must show the last three digits of the credit card used.**

COMMENTS:

**\*\*Attach a mileage log or Mapquest print out to claim milage.**