WORKSHEET DAILY SCHEDULE OF OFFICIAL TRAVEL EXPENSES

Name:						
Purpose of Trip:						
If research, inc	rlude organization	a & contact names. If a confe	rence, include ti	tle and an ag	enda/announcement.	
From:		to:				
City	:	State		City	State	
Date & time of departure:_						
Date & time of return:						
Funding for trip (what acco	ount to be charg	ed):				
Was any part of your trip d	lirect billed to tl	ne department:				
I certify that this statemen	t is true and pro	oper documentation is att	ached:			
				signature r	equired for reimbur	sement
	Expenses wi	ll not be reimbursed wit	hout proper d	ocumentat	ion.	
	All receipte	must be original, & itemiz	ed no photo c	onies allow	and .	
	Loc	lging or rental car receipt	s must be item	ized.		
	Request 1	must be submitted within	60 days of tri	p end date.		
Date		Date		Date	<u> </u>	T
Limousine or Taxi Fare		Limousine or Taxi Fare		l —	ousine or Taxi Fare	+
Limousine or Taxi Fare		Limousine or Taxi Fare		_	ousine or Taxi Fare	
Baggage Tip		Baggage Tip			gage Tip	1
Lodging		Lodging		Lodg	ging	<u> </u>
Breakfast		Breakfast		Brea	kfast	
Lunch		Lunch		Lune	ch	
Dinner		Dinner		Dinr	ner	
Fees (Auto Park, etc.)		Fees (Auto Park, etc.)		Fees	(Auto Park, etc.)	
Auto Rental		Auto Rental		Auto	Rental	
Transportation Fees		Transportation Fees		Tran	nsportation Fees	
Unusual Expenses		Unusual Expenses		Unu	sual Expenses	
Personal Auto Mileage		Personal Auto Mileage		Pers	onal Auto Mileage	
Date		Date		Date		
Limousine or Taxi Fare		Limousine or Taxi Fare		Limo	ousine or Taxi Fare	
Limousine or Taxi Fare		Limousine or Taxi Fare		Limo	ousine or Taxi Fare	
Baggage Tip		Baggage Tip		Bagg	age Tip	
Lodging		Lodging		Lodg	ging	
Breakfast		Breakfast		Brea	kfast	
Lunch		Lunch		Lunc	ch .	
Dinner		Dinner		Dinn	ier	
Fees (Auto Park, etc.)		Fees (Auto Park, etc.)		Fees	(Auto Park, etc.)	
Auto Rental		Auto Rental		Auto	Rental	
Transportation Fees		Transportation Fees		Tran	sportation Fees	
Unusual Expenses		Unusual Expenses		Unu	sual Expenses	
Personal Auto Mileage		Personal Auto Mileage		Pers	onal Auto Mileage	