

GSLAC of MoAMSS Daily Travel Log and Expense Reimbursement Form

Name:					SS#			
Address:					Phone:			
Event/Strategy/Date:					Location:			
Date of Expense:	MON	TUES	WED	THUR	FRI	SAT	SUN	TOTAL
Taxi & Other Trans								
Auto (Mileage, Tolls, Parking, etc)								
Hotel (Room & Tax Only)								
Hotel -Other (List Individually)								
Meals - Breakfast								
Lunch								
Dinner								
Tips								
Registration Fee								
Honorarium								
Other (explain below):								
TOTALS								

Receipts are required for reimbursement and should be attached to the expense statement. For reimbursement of registration fee expenses, a copy of the registration form and a copy of the certification of completion are required.

I certify that that this expense statement is accurate as to actual and necessary business expenses.

Signature

Date