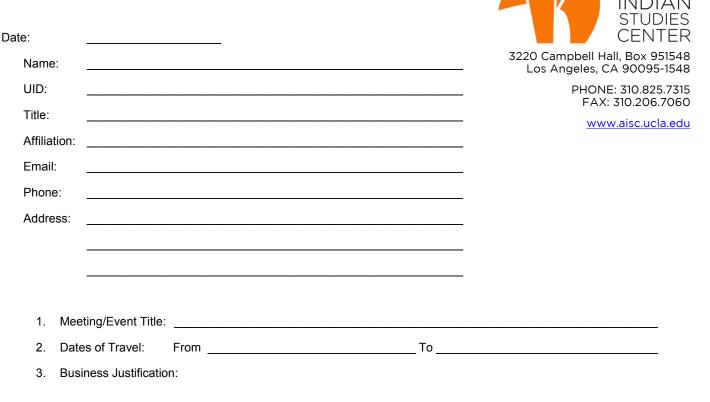
## **Travel & Reimbursement Request**

4. Signature:



Meetings and Travel Expense (attach original, itemized receipt for each expense)		
DESCRIPTION		AMOUNT
TRANSPORTATION	AIR (coach rate only)	\$
	RENTAL CAR + GAS	\$
	CAR TRAVEL (in lieu of air/rental) miles @ 56.5¢ / mile	\$
	GROUND TRANSPORTATION (e.g. parking, taxi, shuttle, etc.)	\$
	LODGING	\$
MEALS AND INCIDENTALS (actual, up to max \$71/day; attach receipts)		\$
SUB TOTAL		\$
LESS EXPENSES		\$
TOTAL MEETINGS AND TRAVEL EXPENSE		\$
Expense Not Related to Meeting and Travel (attach receipt for any single expense)		
	STATEMENT ATTACHED	\$
	TOTAL REIMBURSEMENT REQUESTED	\$