

RECEIPT FOR STUDENT TEAM TRAVEL EXPENSES LOG

Date: _____

The following individuals received from _____ of the University of Nevada, Reno the amount of \$_____ or breakfast, lunch, dinner, lodging (circle appropriate expense(s))

Dates, Time and Destination of Travel

Departure: _____ Return: _____

Trip Destination: _____

Signatures of students, guests, or staff: Indicate in box - **S** - student **G** - guest or **U** - university staff

Note: Guest expenses must be paid by host or participant paid funds and a host documentation form must be completed and attached.

<input type="checkbox"/>	1. _____		<input type="checkbox"/>	21. _____	
<input type="checkbox"/>	2. _____		<input type="checkbox"/>	22. _____	
<input type="checkbox"/>	3. _____		<input type="checkbox"/>	23. _____	
<input type="checkbox"/>	4. _____		<input type="checkbox"/>	24. _____	
<input type="checkbox"/>	5. _____		<input type="checkbox"/>	25. _____	
<input type="checkbox"/>	6. _____		<input type="checkbox"/>	26. _____	
<input type="checkbox"/>	7. _____		<input type="checkbox"/>	27. _____	
<input type="checkbox"/>	8. _____		<input type="checkbox"/>	28. _____	
<input type="checkbox"/>	9. _____		<input type="checkbox"/>	29. _____	
<input type="checkbox"/>	10. _____		<input type="checkbox"/>	30. _____	
<input type="checkbox"/>	11. _____		<input type="checkbox"/>	31. _____	
<input type="checkbox"/>	12. _____		<input type="checkbox"/>	32. _____	
<input type="checkbox"/>	13. _____		<input type="checkbox"/>	33. _____	
<input type="checkbox"/>	14. _____		<input type="checkbox"/>	34. _____	
<input type="checkbox"/>	15. _____		<input type="checkbox"/>	35. _____	
<input type="checkbox"/>	16. _____		<input type="checkbox"/>	36. _____	
<input type="checkbox"/>	17. _____		<input type="checkbox"/>	37. _____	
<input type="checkbox"/>	18. _____		<input type="checkbox"/>	38. _____	
<input type="checkbox"/>	19. _____		<input type="checkbox"/>	39. _____	
<input type="checkbox"/>	20. _____		<input type="checkbox"/>	40. _____	

INSTRUCTIONS:

Receipt form VP-F 22 (03/06) has been designed primarily for use by athletic, forensic or other teams or groups of students traveling on behalf of the University of Nevada, Reno. This form is to be used to document participants of common meals or to verify distribution of meal allowance. It is necessary for all items on a claim for team travel expenses to be supported by vendor's receipt and/or VP-F 22. One copy of a receipt is to be attached to the travel claim.