

**UCI STUDENT LIFE &
LEADERSHIP TRAVEL EXPENSE
LOG (SAMPLE WITH PRE-TRIP
EXPENSES)**

Travel Log Instructions

- 1) Complete the Pre-Trip Travel Expenses section **only** if a pre-trip reimbursement was given. (See filled out example for assistance.)
- 2) Itemize all expenses made on the trip in the Post-Trip Travel Expenses section. Use multiple lines to itemize daily expenses as needed. (See filled out example for assistance.)
- 3) If OT (other) type is used, please describe in OT remarks.

PRE-TRIP TRAVEL EXPENSES (click [here](#) for an example of the travel expense log with pre-trip expenses)

Airfare	Registration	Hotel	Other (Total)	Other Remark	Total Advances

POST-TRIP TRAVEL EXPENSES (click [here](#) for an example of the travel expense log without pre-trip expenses)

Date	Cost of Transportation	Cost of Lodging + Taxes	Cost of Meal(s)	Cost of Miscellaneous Expense(s)	OT Remarks	Totals
Totals						Total Expenses