

Travel Receipt Log

Complete with 7 working days of travel completion

Print Form

Submit by E-mail

Name:

Destination:

Departure Date/Time:

Return Date/Time:

Actual Expenses: Please enter the amounts shown on your receipts.

Lodging:

Registration:

Car Rental:

Airfare:

Mileage:

Other:

Miscellaneous Expenses: Enter expense type (e.g. parking, taxi) and amount shown on receipt.

Expense:	<input style="width: 95%; height: 15px;" type="text"/>	Amount:	<input style="width: 95%; height: 15px;" type="text"/>	Expense:	<input style="width: 95%; height: 15px;" type="text"/>	Amount:	<input style="width: 95%; height: 15px;" type="text"/>
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Expense:	<input style="width: 95%; height: 15px;" type="text"/>	Amount:	<input style="width: 95%; height: 15px;" type="text"/>	Expense:	<input style="width: 95%; height: 15px;" type="text"/>	Amount:	<input style="width: 95%; height: 15px;" type="text"/>

Meals (Enter the date of the meal(s) and check a box for meals claimed).

Date:	<input style="width: 95%; height: 15px;" type="text"/>	<input type="checkbox"/>	Breakfast	<input type="checkbox"/>	Lunch	<input type="checkbox"/>	Dinner	Use one line per day and check all meals that you paid for yourself. Do not accidentally claim meals that were provided by the conference. Do not claim breakfast if your travel began after 6:00 AM . Do not claim dinner if your travel ended before 8:00PM . Please, <i>do not</i> include receipts for meals.
Date:	<input style="width: 95%; height: 15px;" type="text"/>	<input type="checkbox"/>	Breakfast	<input type="checkbox"/>	Lunch	<input type="checkbox"/>	Dinner	
Date:	<input style="width: 95%; height: 15px;" type="text"/>	<input type="checkbox"/>	Breakfast	<input type="checkbox"/>	Lunch	<input type="checkbox"/>	Dinner	
Date:	<input style="width: 95%; height: 15px;" type="text"/>	<input type="checkbox"/>	Breakfast	<input type="checkbox"/>	Lunch	<input type="checkbox"/>	Dinner	
Date:	<input style="width: 95%; height: 15px;" type="text"/>	<input type="checkbox"/>	Breakfast	<input type="checkbox"/>	Lunch	<input type="checkbox"/>	Dinner	
Date:	<input style="width: 95%; height: 15px;" type="text"/>	<input type="checkbox"/>	Breakfast	<input type="checkbox"/>	Lunch	<input type="checkbox"/>	Dinner	
Date:	<input style="width: 95%; height: 15px;" type="text"/>	<input type="checkbox"/>	Breakfast	<input type="checkbox"/>	Lunch	<input type="checkbox"/>	Dinner	

Reminders: Attach receipts for all expenses except meals and gas (*except* for rental cars)
 Attach copy of program cover or other page showing dates of attendance.
 Attach copy of program page listing your presentation.
 Please **do not** highlight items on receipts (feel free to asterisk important information).

Complete this form after your travel using the actual amounts of your expenses.
 Return this form with your receipts to 526A. If you need assistance call 644-8329.