

The lodging expenses:

† :HUSD LG MGL VWLWFWWDUG 036 &KHFN

† :HUHGSEL PH DQG , DP UHTXHVWLQJ UHLPBXUBVHBBBQWBBCVBKH
1DPH RI +RWBDBBBBWBDBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB
,I DSSOLWDEGGLWLRQDO VWDII PHPEHUV VKDULQJ WKLV ORGJLQ
BB
\$UULYDO 'DWH BBBBBSBUWXUH 'DWH BBBBBBBB

(Attach original itemized lodging receipt. Exclude all meals, movies, and other personal expense items. If non-employees shared the accommodations, exclude the cost above the single occupancy rate. If the single occupancy rate is not documented, it will be presumed to be no more than 80% of the multiple occupancy rate on the lodging receipt.)

6. The transportation expenses:

D 3HUVRQDO DUXWR BBBBBB BBBB PLOHV BBBBBBBBBBBBBBBB
)URP BBBBBBBBBBBBBB BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB

,I DSSOLVWDEGGLWLRQDO VWDII PHPEHUV VKDULQJ WKLV ORGJLQ

BB

E 3DUNLVKXWDVQSHW V (Attach for items over \$25, if available) BBBBBBBBBBBB

F \$XWRHQWDO

† 3DLG MGL VWLWFWWDUG 036&KHFN

† 3DLG E\ PH UHTXHVWLQJ UHLPBXUBVHBBBQWBBCVBKH

(Attach original receipt from car rental company)

G \$LUIDUH

† 3DLG MGL VWLWFWWDUG 036FKHFN

† 3DIEGPHDQ, DP UHTXHVWLQJ UHLPBXUBVHBBBQWBBCVBKH

(Attach original receipt from airline or travel agency.)

GL %DJJDHIV

BBBBBBBBBBBBBB

TOTAL REIMBURSEMENT REQUEST: \$_____

, KHUHE\ FHUWLI\ WKDW DOO RI WKH DERYH H[SHQVHV ZHUH LQFXUU
0LOODUG 3XEOLF 6FKRROV

BB
6LJQDWXUH RI (PSOR\HH 'DWH

BB
\$SSURYDO 6LJQDWXUH 'LVWULFW %XGJHW &RGH