



†

† :HUISDLG E\ PH DQG , DP UHTXHVWLQJ UHLPEEBUBV-BFB-BQV BIR U
(Attach completed registration form and receipt)

† 7KHUH ZHUH QR UHJLVWUDWLRQ IHHV

4. The following meal expenses were incurred (including tips):

(Enter actual amount for each meal. If actual exceeds limit, enter amount in excess of limit. We will pay the difference.)

%UHDNIDVW 0D[
/XQFK 0D[
'LQQHJ 0D[7	2	7	\$	/	

TOTAL MEAL EXPENSE: \$ _____

The lodging expenses:

† :HUSD LG MGL VWLWFWWUG 036 &KHFN
 † :HUSD LG E\ PH DQG , DP UHTXHVWLQJ UHLPEXUVBBBBBWB BBB
 1DPH RI +RWHHO ORBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB
 ,I DSSODEEDVODIGGLWLRQDO VWDII PHPEHUV VKDULQJ WKLV ORGJ
 BB
 \$UULYDOBBWB BBB 'HSDUWXUH 'DWH BBBBBBBBBB

(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 3HUVRQDODXWRBBBBB BBBB PLOHVBBBBBBBBBBBBBBBBB
)URP BBBBBBBBBBBBBBBB B7R BBBBBBBBBBBBBBBBBBBBBB
 ,I DSSOICLDVVOBQ\VDGGLW MRUDDVHO WQJH YHKLFOH
 BB
 E 3DUNVQXWVQOBH (Attach receipts for items over \$25, if available) BBBBBBBBBBBBBB
 F \$XWRQWDO
 † 3DLG MGL VWLWFWWUG 036&KHFN
 † 3DLG E\ PDPDQGT XHVWLQJ UHLPEXUVBBBBBWB BBB
 (Attach original receipt from car rental company)
 G \$LUIDUH
 † 3DLG MGL VWLWFWWUG 036FKHFN
 † 3DIEGPHDQ,DP UHTXHVWLQJ UHLPEXUVBBBBBWB BBB
 (Attach original receipt from airline or travel agency.
 GL %DJJDHJHV 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