



†

† :HUSDLG 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 prorate the limit for each meal.)

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

TOTAL MEAL EXPENSE: \$ _____

The lodging expenses:

† : HUSDLG MGL VWLWFWWDUG 036 & KHFN
 † : HUSDLG E\PHDQG , DP UHTXHVWLQJ UHLPEXUVBBBBBWB BBBB
 1DPH RI +RWHOCORBB
 ,I DSSODEWODIGLWLRQDO VWDII PHPEHUV VKDULQJ WKLV ORGJ
 BB
 \$UULYDOBBWB BBBB 'HSDUWXUH '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 3HUVRQDODXWRBBBBBBB PLOHVBBBBBBBBBBBBBBBBB
)URP BBBB BBBB B7R BBBBBBBBBBBBBBBBBBBB
 ,I DSSOLOFLVWODIGLWLRQDOWKJ YHKLFOH
 BB
 E 3DUNLVQXVWQOSIOWattach receipts for items over \$25, if available) BBBB BBBB
 F \$XWRNQWDO
 † 3DLGMEGLVWUWFWUG 036&KHFN
 † 3DLG E\PHDQGT XHVWLQJ UHLPEXUVBBBBBWB BBBB
 (Attach original receipt from car rental company)
 G \$LUIDUH
 † 3DLGMEGLVWUWFWUG 036FKHFN
 † 3DIECPHDQ,DUHTXHVWLQJ UHLPEXUVBBBBBWB BBBB
 (Attach original receipt from airline or travel agency.)

GL %DJJDHIV BBBBBBBBBBBB

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