

The lodging expenses:

† :HUSD LG MGL VWZLWFWK UG 036 & KHFN
 † :HUSD LG E\ PH DQG , DP UHTXH VWLQJ UHLPEXUB/HFB-ECMB BLCB WK
 1DPH RI +RWHCB BBB
 ,I DSSOILFVME D BGDWLRQDO VWDII PHPEHUV VKDULQJ WKLV ORGJL
 BBB
 \$UULYDO 'DBBBB BBBBB 'HSDUWXUH 'DWH BBBBBBBBB

(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 3HUVRQDLOOXWR BBBBBB B PLOHV BBBBBBBBBBBBBBBBBB
)URP BBBBBBB BBBBBBB BBBBBBBBBBBBBBBBBBBBBBBBBB
 ,I DSSOIEDVODQ\ DVGILVLMFOEDHOC WKJ YHKLFOH
 BBB
 E 3DUNLVQXWVQGBWY (Attach receipts for items over \$25, if available) BBBBBBBBBBBB
 F \$XWRIQWDO
 † 3DLG MGLV WUWFWUG 036&KHFN
 † 3DLG E\ PH DQG, DP UHTXH VWLQJ UHLPEXUVHFB-ECMB BBBBBB
 (Attach original receipt from car rental company.)
 G \$LUIDUH
 † 3DLG MGLV WUWFWUG 036FKHFN
 † 3DIEGPHDQ, DP UHTXH VWLQJ UHLPEXUVHFB-ECMB BBBBBB
 (Attach original receipt from airline or travel agency.)
 GL %DJJ DHHV BBBBBBBBBBBB
 TOTAL REIMBURSEMENT REQUEST: \$_____