



†

† :HUSDLG E\ PH DQG , DP UHTXHVWLQJ UHLPEEBUBVBFBHCBV 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:

† : HUSD LG MGL VWLWFWU G 036 & KHFN  
 † : HUSD LG E\ PH DQG , DP UHTXHVWLQJ UHLPEXUV BBBBBB BBBBBB  
 1DPH RI +RWHCO OBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB  
 , I DSSODED VODIGGLWLRQDO VWDII PHPEHUV VKDULQJ WKLV ORGJ  
 BB  
 \$UULYDO BBBBBBB '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 3HUVRQ P ODXWR BBBBBB BBBBB PLOHV BBBBBBBBBBBBBBBB  
 )URP BBBBBB BBBBBBBB BB7R BBBBBBBBBBBBBBBBBBBBBB  
 , I DSSO LFLVVO B Q\VDG L W MRU DVO W K J Y H K L F O H  
 BB  
 E 3DUNLV QXWDQGBIOW attach receipts for items over \$25, if available) BBBBBBBBBBBBBB  
 F \$XWRQWDO  
 † 3DLG MGL VWLWFWU G 036 & KHFN  
 † 3DLG E\ PDPDQGT XHVWLQJ UHLPEXUV BBBBBB BBBBBB  
 (Attach original receipt from car rental company)  
 G \$LUIDUH  
 † 3DLG MGL VWLWFWU G 036 FKHFN  
 † 3DIEG PHDQ, DP UHTXHVWLQJ UHLPEXUV BBBBBB BBBBBB  
 (Attach original receipt from airline or travel agency.  
 GL %DJJ DHHV 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