



†

† : H U S D L G E \ P H D Q G , D P U H T X H V W L Q J U H L P E E X B U B B B B B B B B B B U

(Attach completed registration form and receipt)

† 7 K H U H Z H U H Q R U H J L V W U D W L R Q I H H V

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.)

% U H D N I D V W 0 D [
/ X Q F K 0 D [7	2	7	\$	/		
' L Q Q H J 0 D [

TOTAL MEAL EXPENSE: \$ _____

The lodging expenses:

† :HUSD LG MGL VWLWFWU G 036 &KHFN
† :HUSD LG E\ PH DQG , DP UHTXHVWLQJ UHLPBXUBBFBFBGWBIBG WH
1DPH RI +RWHHO ORB BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB
,I DSSODEEDVODIGGLWLRQDO VWDII PHPEHUV VKDULQJ WKLV ORGJ
BB
\$UULYDO B B B B B B B '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 3HUVRQ P ODXWR BBBBBB B PLOHV BBBBBBBBBBBBBBBB
)URP BBBBB
,I DSSO LFLVVO B Q\VDG L W MRU EYO HO WKJ YHKLFOH
BB
E 3DUNV QXWDOQBOMV Attach receipts for items over \$25, if available) B B B B B B B B B B B
F \$XWRQWDO
† 3DLG MGL VWLWFWU G 036&KHFN
† 3DLG E\ PDPDQGT XHVWLQJ UHLPXUV B B B B B B B B B B B B B B B B
(Attach original receipt from car rental company)
G \$LUIDUH
† 3DLG MGL VWLWFWU G 036F KH FN
† 3DIEP HD Q, DP UHTXHVWLQJ UHLPXUV B B B B B B B B B B B B B B B B
(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