

Please Note:

Receipts are **required** for expenses greater than \$25; still encouraged if less than \$25. Lodging and meal receipts must be **itemized** and should detail all persons present. Telephone charge requests must detail a contact name and business purpose. Requests are subject to denial if not submitted to the Finance Dept within the shorter of 60 days of expense or 15

Meeting / Travel Description: _____

Committee, Section, Division (if applicable): _____

Place of Meeting / Travel Destination: _____ Date: _____

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Travel:

- a. Air Train Bus Other _____
- b. Auto _____ miles @ \$.50/mile: _____
- c. Rental Car: _____
- d. Parking: _____
- e. Tolls: _____
- f. Taxis/Cabs: _____
- g. Other (describe): _____

Lodging:

- a. Hotel/Motel: _____

Meals:

- a. Place*: _____
- * If multiple places, detail receipts will suffice.

Administrative /Other:

- a. Telephone: _____
Contacts/Purpose: _____
- b. Other (describe): _____
- c. Other (describe): _____

TOTAL

Approved by: _____ Date: _____ Account: _____

2nd Approval (Over \$2,000): _____ Date: _____