THE UNIVERSITY OF CHICAGO

WORKSHEET FOR TRAVEL EXPENSES

Traveler	Date				
Purpose of travel:					
Dates:					Total
PRIVATE CAR					
AMT. DUE	1 Together				
TRANSPORTATION					1100
RENTAL CAR					9201III
TAXI FARES, LIMOS					
PARKING, TOLLS, ETC.					
HOTEL					
BREAKFAST					
MEALS: LUNCH	ARTHUR DEVINE				
DINNER					
TOTAL MEALS					
BAĞGAGE HANDLING					
BUSINESS TELEPHONE	the state of				
OTHER		11/4/2012/19			
TOTAL					
Explanation of Other:					
arrantistical set setting.					

Please attach original receipts to Travel Expense Voucher for all expenditures of \$25.00 or more. Original hotel bills and transportation tickets must be attached.