

WORKSHEET FOR TRAVEL EXPENSES

Traveler _____ Date _____

Purpose of travel: _____

Dates:									Total
PRIVATE CAR	MILES								
	AMT. DUE								
TRANSPORTATION									
RENTAL CAR									
TAXI FARES, LIMOS									
PARKING, TOLLS, ETC.									
HOTEL									
MEALS:	BREAKFAST								
	LUNCH								
	DINNER								
	TOTAL MEALS								
BAGGAGE HANDLING									
BUSINESS TELEPHONE									
OTHER									
TOTAL									

Explanation of Other: _____

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.