

TRAVEL EXPENSE LOG

Name: _____

Conference: _____

District Charge Reimbursement (check only one)
(for district charge - note all travelers items charged for)

Dates: _____

Date	Lodging	Meals			Daily Meal Totals *	Registratn	Parking & Transport.	Air Fare or Mileage
		Breakfast	Lunch	Dinner				
Totals								

Grand Total

- > Refer to Travel and Mileage Reimbursement Procedures - Section 3-2
- > Must be completed when out-of-town travel is 2 or more day
- > Must also complete Accounts Payable Voucher
 - * Maximum meal allowance is \$50 per day
- > Must complete 2 separate forms if using District Charge Card (1 for charge/1 for reimbursable expenses)