Please Attach Receipts

Name of Traveler: _____ Date: _____

ITEMIZED TRAVEL EXPENSES

(ORIGINAL RECEIPTS REQUIRED)

Date	Type of Expense	Amount	Equivalent in US$	Purpose	Receipt Attached

Per Diem covers the following:

- Meals
- Lodging
- Laundry
- Fees & tips
- Communication for confirming hotel reservations, airlines, etc.
- Transportation for meals

These expenses should not be listed above and receipts need not be kept except lodging receipts.

I certify that I incurred all the expenses listed above. Original receipts or certified copies from vendors are attached. Missing receipts were unobtainable.

_____

Traveler's Signature Date