



†

† : H U S D L G E \ P H D Q G , D P U H T X H V W L Q J U H L P E E X B U B B B B B B B B B B B B B B U  
(Attach completed registration form and receipt)

† 7 K H U H Z H U H Q R U H J L V W U D W L R Q I H H V

4. The following meal expenses were incurred (including tips):

*(Enter actual amount for each meal. If actual exceeds limit, enter amount in excess of limit.)*  
*(Enter amount for each meal. If actual exceeds limit, enter amount in excess of limit.)*  
*(Enter amount for each meal. If actual exceeds limit, enter amount in excess of limit.)*

% U H D N I D V W 0 D [							
/ X Q F K 0 D [							
' L Q Q H J							
0 D [							

7 2 7 \$ /

TOTAL MEAL EXPENSE: \$ \_\_\_\_\_

The lodging expenses:

† : HUSD LG MGL VWLWFWWUG 036 & KHFN  
 † : HUSD LG E\ PH DQG , DP UHTXHVWLQJ UHLPEXUVBBBBBWB BBB  
 1DPH RI +RWHHO ORBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB  
 ,I DSSODEEDWODIGGLWLRQDO VWDII PHPEHUV VKDULQJ WKLV ORGJ  
 BB  
 \$UULYDO BBBBBBBB 'HSDUWXUH 'DWH BBBBBBBBBB

(Attach original itemized lodging receipt. Exclude all meals, movies, and other personal expense items. If non-employees shared the accommodations, exclude the cost above the single occupancy rate if the single occupancy rate is not documented, it will be presumed to be no more than 80% of the multiple occupancy rate on the lodging receipt.)

6. The transportation expenses:

D 3HUVRQ PODOXWR BBBBBBB BBBB PLOHV BBBBBBBBBBBBBBBBBB  
 )URP BBBBBB BBBBBBBBBBB BB7R BBBBBBBBBBBBBBBBBBBBBB  
 ,I DSSO LFLVVO BQ\VDGGLW MRUDDO WOKH YHKLFOH  
 BB  
 E 3DUNV QXWDOQBOMW (Attach receipts for items over \$25, if available) BBBBBBBBBBBBBB  
 F \$XWRQWDO  
 † 3DLG MGL VWLWFWWUG 036&KHFN  
 † 3DLG E\ PDPDQGT XHVWLQJ UHLPEXUVBBBBBWB BBBB  
 (Attach original receipt from car rental company)  
 G \$LUIDUH  
 † 3DLG MGL VWLWFWWUG 036FKHFN  
 † 3DIEGPHDQ,DP UHTXHVWLQJ UHLPEXUVBBBBBWB BBBB  
 (Attach original receipt from airline or travel agency.  
 GL %DJJ DHHV BBBBBBBBBBBBBB

TOTAL REIMBURSEMENT REQUEST: \$ \_\_\_\_\_

, KHUHE\ FHUWLI\ WKDW DOO RI WKH DERYH H[SHQVHV ZHUH LQFXUU  
 0LOODUG 3XEOLF 6FKRROV  
 BB  
 6LJQDWXUH RI (PSOR\HH 'DWH  
 BB  
 \$SSURYDO 6LJQDWXUH 'LVWULFW %XGJHW &RGH