

The lodging expenses:

† :HUSD LG MGL VWZLWFWKUG 036 &KHFN
 † :HUSD LG E\ PH DQG , DP UHTXH VWLQJ UHLPEXUB/HFB-ECMB BLCB WK
 1DPH RI +RWHCB BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB
 ,I DSSOILFVME OBGDWLRQDO VWDII PHPEHUV VKDULQJ WKLV ORGJL
 BB
 \$UULYDO 'DBBBB BBBBB 'HSDUWXUH 'DWH BBBBBBBBB

(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 3HUVRQDLODUXWR BBBBBB B PLOHV BBBBBBBBBBBBBBBB
)URP BBBBBBB BBBBBBB BBBBBBBBBBBBBBBBBBBBBB
 ,I DSSOIEDVODIQ\ DVGILVLMFOEDHOC WKJ YHKLFOH
 BB
 E 3DUNLVQXWVQGBWY (Attach receipts for items over \$25, if available) BBBBBBBBBBBB
 F \$XWRIQWDO
 † 3DLG MGLVWUWFWUG 036&KHFN
 † 3DLG E\ PH DQG,DP UHTXH VWLQJ UHLPEXUVHFB-ECMB BBBBBB
 (Attach original receipt from car rental company.)
 G \$LUIDUH
 † 3DLG MGLVWUWFWUG 036FKHFN
 † 3DIEGPHDQ,DP UHTXH VWLQJ UHLPEXUVHFB-ECMB BBBBBB
 (Attach original receipt from airline or travel agency.)
 GL %DJJDHJHV BBBBBBBBBBBB
 TOTAL REIMBURSEMENT REQUEST: \$_____