



Travel Expenses

Prior to travel, please see Peggy Tucker Ortega for trip planning details.

If combining with personal travel, please see Peggy to determine what paperwork is necessary.

Reason for Trip

Employee Name

Departure Date

Return Date

Speedtype

Please provide receipts for the following expenses:

Lodging

Yes

No

Registration

Yes

No

Transportation (bus, train, taxi, shuttle, etc.)

Yes

No

Parking

Yes

No

Toll Roads

Yes

No

Mileage

If yes, provide to/from locations

Yes

No

Meals and Incidental Expenses: *Please indicate meals provided*

Day 1	Breakfast	Lunch	Dinner
Day 2	Breakfast	Lunch	Dinner
Day 3	Breakfast	Lunch	Dinner
Day 4	Breakfast	Lunch	Dinner
Day 5	Breakfast	Lunch	Dinner

Any additional comments or information you'd like to provide:

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