

Check Number \_\_\_\_\_ Date \_\_\_\_\_

<b>Name</b>		
<b>Trip dates</b>	<b>Start on</b>	
	<b>End on</b>	
<b>Purpose</b>		
<b>Check # _____</b>	<b>Money Advanced</b>	

<b>Expenses at a glance</b>	
Total trip days	
Transportation Expense	
Lodging Expense	
Meal Expense	
Misc. Expense	
<b>TOTAL EXPENSES ON TRIP</b>	
<b>LESS ADVANCE</b>	
<b>TOTAL REIMBURSEMENT</b>	

<b>Date</b>	<b>Transportation</b>			<b>Lodging</b>	<b>Meals</b>			<b>Misc.</b>
	<b>From (origin)</b>	<b>to (destination)</b>	<b>\$</b>	<b>\$</b>	<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>	
<b>Totals</b>								