

Expense Submittal Form

Name: _____

Destination: _____

Dates of Travel: _____ - _____

Time of Departure from Lawrence: _____ am Time of Arrival back in Lawrence: _____ am

Was personal time included? Yes No

* If Yes, what date and time did personal time begin? _____ What date and time did personal time end? _____

Funded by: _____

Expenses

Hotel:	\$	
Parking:	\$	
Rental Car:	\$	Enter Justification below
Fuel:	\$	
Tolls:	\$	
Airfare:	\$	<input type="checkbox"/> Prepaid by dept.
Public Transportation:	\$	
Registration:	\$	<input type="checkbox"/> Prepaid by dept.
Food (International only):	\$	
Internet:	\$	
Phone:	\$	
Excess Baggage:	\$	Enter Justification below

Meals Included in Event Registration

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date:							
Meal:	<input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D	<input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D	<input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D	<input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D	<input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D	<input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D	<input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D

Reason for Travel: _____

Reason for more than one bag: _____

Rental Car Justification: _____

Other: _____