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: $____ □ Prepaid by dept.
- Public Transportation: $____
- Registration: $____ □ Prepaid by dept.
- Food (International only): $____
- Internet: $____
- Phone: $____
- Excess Baggage: $____ Enter Justification below

<table>
<thead>
<tr>
<th>Meals Included in Event Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td>Meal:</td>
</tr>
</tbody>
</table>

Reason for Travel: _____

Reason for more than one bag: _____

Rental Car Justification: _____

Other: _____