



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 BB  
 ,I DSSOILFVME D BGDWLRQDO VWDII PHPEHUV VKDULQJ WKLV ORGJL  
 BB  
 \$UULYDO 'DBBBB BBBBB 'HSDUWXUH 'DWH BBBBBBBBBB

(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 BBBBB PLOHV BBBBBBBBBBBBBBBBBB  
 )URP BBBBBBBB BBBBBBBB BBBBB BBBBBBBBBBBBBBBBBBBBBBBBBB  
 ,I DSSOIEDVODIQ\ DVGILVPLRFEDHOC WKJ YHKLFOH  
 BB  
 E 3DUNLVQXWVQCBWY (Attach receipts for items over \$25, if available) BBBBBBBBBBBBBB  
 F \$XWRIQWDO  
 † 3DLG MGLV WUWFWUG 036&KHFN  
 † 3DLG E\ PH DQG, DP UHTXH VWLQJ UHLPEXUVHFB-ECMB BBBBBB  
 (Attach original receipt from car rental company.)  
 G \$LUIDUH  
 † 3DLG MGLV WUWFWUG 036FKHFN  
 † 3DIEGPHDQ, DP UHTXH VWLQJ UHLPEXUVHFB-ECMB BBBBBB  
 (Attach original receipt from airline or travel agency.)  
 GL %DJJPHHV BBBBBBBBBBBBBB  
 TOTAL REIMBURSEMENT REQUEST: \$\_\_\_\_\_