



Your Name:		VIP ID:	
Date Leaving Home Base		Time	AM PM
Date Returning Home Base		Time	AM PM

Section I - Methods of Transportation

Plane amount (If you paid)	\$
Train amount	\$
Bus amount	\$
PERSONAL VEHICLE MILEAGE One way mileage/departure @ 52 cents / mile	\$
One way mileage/return @ 52 cents / mile	\$
SUBTOTAL SECTION I	\$

Section II - Subsistence

Lodging cost per night (including taxes): \$	per night X	nights =	\$
MEAL ALLOWANCES:			
In state B = \$6.00	L = \$7.00	D = \$12.00	\$ 25.00 per day MAX
Out-of-state B = \$7.00	L = \$9.00	D = \$16.00	\$ 32.00 per day MAX
LIST YOUR MEALS HERE:			List the daily \$ here:
Date:			\$
Date:			\$
Date:			\$
Date:			\$
Date:			\$
Date:			\$
Date:			\$
Date:			\$
Date:			\$
Date:			\$
Date:			\$
SUBTOTAL SECTION II			\$

(If meals were provided as part of registration, you cannot claim the expense). Meal receipts are not required. Out of country per diem is based on country and city.

Section III - OTHER EXPENSES (ORIGINAL RECIEPTS MUST BE PROVIDED FOR THIS SECTION)

Registration (If you paid)	\$
Taxi, shuttles, subways	\$
Airport/Hotel parking	\$
Rental car	\$
Gas for rental car only, not personal vehicle	\$
Other	
SUBTOTAL SECTION III	\$

Section IV - Summary

Section I Transportation	\$
Section II Subsistence	\$
Section II Other	\$
GRAND TOTAL	\$

Traveler's Signature _____

Date _____