



The lodging expenses:

† :HUSD LG MGL VWZLWFKWUG 036 &KHFN  
 † :HUSD LG E\ PH DQG , DP UHTXHVLQJ UHLPEXUVHHPBQBWBLECB WK  
 1DPH RI +RWHCB BBB  
 ,I DSSOILVME D BGDWLRQDO VWDII PHPEHUV VKDULQJ WKLV ORGJL  
 BBB  
 \$UULYDO 'DBBBBB 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 3HUVRQDLOOXWR BBBBBB B PLOHV BBBBBBBBBBBBBBBBBB  
 )URP BBBBBBB BBBBBBB BBBBBBBBBBBBBBBBBBBBBBBBBB  
 ,I DSSOIEDVODQ\ DVGILVIMFOEDHOC WKJ YHKLFOH  
 BB  
 E 3DUNLVQXWVQGBWY (Attach receipts for items over \$25, if available) BBBBBBBBBBBB  
 F \$XWRIQWDO  
 † 3DLG MGLVWUWFKWUG 036&KHFN  
 † 3DLG E\ PH DQG,DP UHTXHVLQJ UHLPEXUVHHPBQBWBLECB BBBBBB  
 (Attach original receipt from car rental company.)  
 G \$LUIDUH  
 † 3DLG MGLVWUWFKWUG 036FKHFN  
 † 3DIEGPHDQ,DP UHTXHVLQJ UHLPEXUVHHPBQBWBLECB BBBBBBBBBBBB  
 (Attach original receipt from airline or travel agency.)  
 GL %DJJPHHIV BBBBBBBBBBBB  
 TOTAL REIMBURSEMENT REQUEST: \$\_\_\_\_\_