

Travel Expense Reimbursement Cover Sheet

Name: _____

Destination: _____

NOTE: If you attended a conference, attach copy of the agenda

Dates – From: ____/____/____ To: ____/____/____

MODE OF TRANSPORTATION

- Air
 - ✓ Attach flight itinerary from CTC/Concur
- Rental Car
 - ✓ Attach gas receipts
- Own vehicle
 - ✓ Attach print out from MapQuest with Point-To-Point directions
 - What time did you leave? ____:____ AM PM
 - What time did you return? ____:____ AM PM
- Other – Explain: _____

LODGING

- Hotel
 - ✓ Attach itemized receipt
- Other – Explain: _____

LOCAL TRANSPORTATION

- Taxi/Uber, etc
 - ✓ Attach receipts

MEALS

Indicate with a checkmark those meals that need to be reimbursed (not provided at conference).
Continue list on the back, if necessary. No need to attach receipts.

Travel Day #	Breakfast	Lunch	Dinner
1			
2			
3			
4			
5			
6			
7			
8			