



		<b>Lodging Subtotal</b>	\$	-
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<b>Meals &amp; Incidentals (Domestic Daily actual up to max of \$62):</b> (M&IE reimbursable for travel over 24 hours)	<b>Date</b>	<b>Meal Type</b> (Breakfast, Lunch, Dinner)	<b>Amount in USD</b>
<b>Entertainment Expenses</b>	<b>Date on Receipt</b>	<b># of Guests</b>	<b>Amount in USD</b>
Entertainment - Breakfast			
Entertainment - Lunch			
Entertainment - Dinner			
Entertainment - Light Refreshments			
<b>Other Travel Expenses (be specific)*</b>	<b>Date on Receipt</b>	<b>To-From/Location</b>	<b>Amount in USD</b>
<b>REIMBURSEMENT TOTAL:</b>			<b>\$ -</b>

*(add rows if necessary)*

I certify that the expenses claimed were incurred by payee name above on official University business on the dates shown.

<b>Payee Signature</b>	<b>Date</b>	<b>PI/Supervisor Name</b>	<b>Signature</b>	<b>Date</b>
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