



## Travel Expense Report

Attendee: \_\_\_\_\_

Event/Purpose: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

DATE								
<b>Transportation</b>	<b>Sun</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>	<b>Sat</b>	<b>TOTAL</b>
Mileage								
Parking/Toll								
Auto Rental								
Taxi/Shuttle								
Airfare								
Other								
<b>Lodging</b>	<b>Sun</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>	<b>Sat</b>	<b>TOTAL</b>
Hotel expense								
<b>Food</b>	<b>Sun</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>	<b>Sat</b>	<b>TOTAL</b>
Breakfast								
Lunch								
Dinner								
<b>Miscellaneous</b>	<b>Sun</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>	<b>Sat</b>	<b>TOTAL</b>
Registration fee								
<b>TOTAL Reimbursement Requested</b>								

\_\_\_\_\_  
(Attendee's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(NTRAC Treasurer Signature)

\_\_\_\_\_  
(Date)

\*Original receipts must accompany this document for all expenses except meals.