

# TRAVEL RECONCILIATION FORM

<b>Name of Requestor</b>	
<b>Organization/Department</b>	
<b>Title of Conference/Workshop</b>	
<b>Dates of Travel</b>	
<b>Departure Time</b>	
<b>Return Time</b>	

- ◆ Breakfast: \$6.00 (when travel begins before 6:00 a.m. and extends beyond 8:00 a.m.)
- ◆ Lunch: \$11.00 (when travel begins before 12:00 noon and extends beyond 2:00 p.m.)
- ◆ Dinner: \$19.00 (when travel begins before 6:00 p.m. and extends beyond 8:00 p.m.)

Expense	Cash Advance	Purchase Order	Purchasing Card	Personal Expense
Car				
Bus/Shuttle				
Air				
Gas				
Registration				
Lodging				
Meals				

<b>Cash Advance Received</b>	
<b>Cash Expended</b>	
<b>Amount Due to Traveler</b>	
<b>Amount Returned by Traveler</b>	

<b>Paid By Organization</b>	
<b>Paid By Student Life</b>	
<b>Total Trip Expenses</b>	

<b>Travel Authorization #</b>	
<b>Cash Advance #</b>	
<b>Expense Report #</b>	