

Travel Bookings / Reimbursements

Airfare:

Lodging:

Preferred Hotel:

Guest Entertaining / Meal

Will you be seeking a reimbursement for meals/entertaining? Yes No
If yes, please retain your original itemized receipt as well as the credit card receipt.

Will alcohol be purchased during the meal? Yes No
If yes, please list the name of the person who will pay for the meal.
If you are unsure, please select "Yes."

All alcohol purchases must be listed on a separate itemized receipt. Please retain both the itemized alcohol purchase receipt and credit card receipt.

Section below is for Departmental Office Use Only:

Cost String #1

Cost String #2

Cost String #3

Cost String #4