



Department



Meals

Enter travel dates and o all that apply. **ADD ALL TRAVEL DATES. DO NOT LEAVE EMPTY BOXES**
 Breakfast \$6 (travel started before 6am and beyond 8am)
 Lunch \$11 (travel before 12pm and beyond 2pm)
 Dinner \$19 (travel before 6pm and beyond 8pm)

Date	Breakfast	Lunch	Dinner

Total Meal Reimbursement Claimed _____

Total travel expenses _____

COMMENTS

Please enter any additional details about your travel that can help RMD and UCO Travel understand events or circumstances that impacted travel arrangements (Examples: shared expenses with other travelers had a modified itinerary for personal reasons, departed for alternative location due to personal reasons, expenses were covered by another organization and not by USF stayed with friends or family instead of hotel or any unplanned expenses incurred).

FOR REQUIRED DOCUMENTATION, SEE EXPENSE REPORT DOCUMENT GUIDE ON NEXT PAGE

