

UUA TRAVEL EXPENSE REIMBURSEMENT REPORT - FY12

NAME AND ADDRESS

TRAVEL END DATE:

MO	DAY	YEAR

PURPOSE OF TRIP OR NAME OF COMMITTEE:

TRANSPORTATION, LODGING AND MEALS EXPENSES

	MON	TUES	WED	THURS	FRI	SAT	SUN	
DATE								AMOUNT
FROM (POINT OF ORIGIN):								
TO (DESTINATION)								
AIRPLANE--TRAIN FARES, ETC -- Do not list tickets booked by UUA Travel Agent								
LOCAL FARES--TAXI, BUS, ETC								
AUTOMOBILE	TOTAL AUTOMOBILE EXPENSES, CALCULATED FROM BELOW -->							
LODGING								
BREAKFAST								
LUNCH								
DINNER								
OTHER								
TOTAL								TOTAL A

ENTERTAINMENT EXPENSES

DATE	NAME OF PERSON, TITLE, COMPANY	PLACE	NATURE & PURPOSE OF EXPENSE	AMOUNT
TOTAL B				

AUTOMOBILE EXPENSES

DATE	MILEAGE*		PARKING AND TOLLS	RENTAL CAR		TOTAL
	DISTANCE	AMOUNT		FEE	GAS	
TOTAL						

*DO NOT INCLUDE COMMUTING MILEAGE

TOTAL EXPENSES - A + B	
LESS CASH ADVANCE	
NET CASH DUE (ADVANCE RETURNED)	

ACCOUNT CODING:	AMOUNT
ACCOUNT-PROJECT#	
ACCOUNT-PROJECT#	
ACCOUNT-PROJECT#	
ACCOUNT-PROJECT#	
TOTAL	

VICE-PRESIDENT'S OR DEPT. DIRECTOR'S APPROVAL

This report is a true and complete accounting of my expenses for the period indicated.

SIGNATURE _____ DATE _____