






1. A) Meals
 B) Lodging
 2. Travel (by privately owned vehicle)
 3. Travel (by rental vehicle)
 4. Travel (by public carrier) 
 5. Travel (by state-owned vehicle)
 6. Other Travel Cost
 7. Registration Fee Acct. Code 4 
 8. Business Meals Acct. Code 406440
- Total Voucher
- Advanced Received 
- Net Voucher

III. Travel reimbursement

Section F.										Section G.		
STATEMENT OF COST OF MEALS AND LODGING							PURPOSE			OTHER AUTHORIZED EXPENSES		
Meal Costs						Lodging	Where expense occurred		Concise Statement of Duties Performed			
Date Mo/Day	(1) Actual Breakfast	(2) Actual Lunch	(3) Actual Dinner	(4) Actual Total Meals	(5) Total Allowed Meals	(6) Hotel Room Costs	From	To		(7) Privately Owned Auto Miles Traveled	Date	Items
											Gas for SO vehicle	
											Other SOV Expenses	
										TOTAL	To Section D-5	
											Business Phone calls	
											Parking	
											Tolls	
											Other	
										TOTAL	To Section D-6	
											On-Site Registration	
											Table of Booth Fees	
										TOTAL	To Section D-7	
										Business Meals	To Section D-8	
										Section H.		
										PUBLIC CARRIER		
											Type	Amount
											Rental Vehicle	
											Gas for Rental Vehicle	
										TOTAL	To Section D-3	
											Air Fare	
											Train	
											Bus	
											Shuttle	
											In-State Cab Fare	
											Out-of-State Cab Fare	
TOTALS (5 & 6)					To Section D -1A & B)		TOTAL (7)		To Section D-2 X .325(rate) =	\$	TOTAL	To Section D-4