

Department of Music
Faculty, Staff, and Student Travel Reimbursement Form
Submitted by:

EVENT:

Dates:

Location (for mileage) :

Expense Type	Day 1	Day 2	Day 3	Day 4	Day 5
I. Transportation					
A. Flight					
B. Parking					
C. Mileage (65.5)					
D. Tolls					
E. Public Trans.					
F. Other (Baggage)					
II. Lodging					
A. Hotel					
B. Other					
III. Meal (allowance)					
A. Breakfast (\$13)					
B. Lunch (\$16)					
C. Dinner (\$35)					
*meal allowance is preferred					
IV. Other					
A. Registration					
B.					
TOTAL BY DAY					

Total Expenses:

FUNDING SOURCE(S):

Receipts and/or other documentation attached