

Itemized Travel Expense Report

Date	Destination	Amount	Type of Expense (Airfare,Rental Car,Lodging,Gratuities,Telephone)	Purpose of Business Trip

****Please record your Travel Expenses when they occur. Use the Entertainment/Meals Expense Report to record Travel Meals Expenses.**

****Please submit your Professional Expense Request Form along with this form and all receipts to substantiate your expenses.**