

**Traveler's Expense Accounting for Trip/Training Visit:**

Today's Date \_\_\_\_\_

Traveler's Name \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_  
 Authorization No. \_\_\_\_\_  
 Account No. \_\_\_\_\_

Traveler's Home Address:  
 Street Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Trip Training:**

Left HDQ/ Home in \_\_\_\_\_ (method of transportation) for  
 \_\_\_\_\_ Airport on (date) \_\_\_\_\_. Arrived \_\_\_\_\_ Airport,  
 City \_\_\_\_\_ State \_\_\_\_\_.

**Lodging:**

Date(s)	Room Rate	Lodging Tax(es)	M&IE	Daily Totals
<b>Totals &gt;</b>				<b>Total Per Diem</b>

**Return Flight Info:**

Departed \_\_\_\_\_ Airport on \_\_\_\_\_ (date). Arrived  
 \_\_\_\_\_ Airport, City \_\_\_\_\_ State \_\_\_\_\_.

**Expenses:**

Registration Fee \_\_\_\_\_  
 Taxi/Shuttle \_\_\_\_\_  
 Parking Fees \_\_\_\_\_  
 Authorized Phone Call \_\_\_\_\_  
 ATM FEE (1.9%) \_\_\_\_\_  
 ATM Bank Terminal Fee \_\_\_\_\_  
 POV Mileage @ \_\_\_\_\_  
 Other \_\_\_\_\_  
Total Expenses \_\_\_\_\_

**Total Claimed (Per Diem + Expenses)** \_\_\_\_\_