NAME:

EMPL ID:

PURPOSE CODE:

DESTINATION:

DATES OF TRIP:

PURPOSE OF TRIP:

PAID ON TRAVELERS UD CREDIT CARD — FOREIGN

Amount in USD	PurchDate	Category	Vendor Name			Comments	AMT	CUR *
		Registration						
		Airfare						
		Train						
		Hotel						
		Car Rental						
		Gas						
		Shuttle						
		Shuttle						
		Taxi						
		Tolls						
	TOTAL PAID ON UD CREDIT CARD							

OUT OF POCKET EXPENSES — FOREIGN

Amount in USD	PurchDate	Category	Vendor Name			Comments	AMT	CUR *
				Amount	Federal			
		Per Diem	# Days	Per PI	Amount			
		1st & Last Day	2		75%			
		Middle Days						
		Mileage	Rate	Miles		From/To		
			0.535					
		Taxi						
		Tolls						
	TOTAL OUT OF POCKET EXPENSES							
	TOTAL COST OF TRIP							

*For foreign currency fill in CUR box(i.e. EUR, SEK)

Signature of Traveler:

Signature of Advisor: