



'HSDUWXUH 'BVB-BB B-SSDUBWXUH 7LPH BBBB BBBB
 5HWXDWH' BBBB B-BVBUBB B LPH BBBB BBBB

The registration fees:

† : HUSD LGME LV WLVW KVD LG&036&KHFN

† : HUSD LG E\ PH DQG , DP UHTXHVWLQJ UHLPEEBUBB-BFB-BB B B B U
 (Attach completed registration form and receipt)

† 7KHUH ZHUH QR UHJLVWUDWLRQ IHHV

4. The following meal expenses were incurred (including tips):

(Enter actual amount for each meal. If actual exceeds limit, enter amount in excess of limit. We will pay the difference.)

| | | | | | | |
|-------------------|---|---|---|----|---|--|
| % UHDNIDVW 0D[| | | | | | |
| /XQFK 0D[| | | | | | |
| 'LQQHJ | | | | | | |
| 0D[| 7 | 2 | 7 | \$ | / | |

TOTAL MEAL EXPENSE: \$ _____

The lodging expenses:

† : HUSD LG MGL VWLWFWWUG 036 & KHFN
 † : HUSD LG E\ PH DQG , DP UHTXHVWLQJ UHLPEXUVBBBBBWB BBB
 1DPH RI +RWHHO OBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB
 ,I DSSODEEDVODIGGLWLRQDO VWDII PHPEHUV VKDULQJ WKLV ORGJ
 BBB
 \$UULYDO BBBBBBBB 'HSDUWXUH 'DWH BBBBBBBBBB

(Attach original itemized lodging receipt. Exclude all meals, movies, and other personal expense items. If non-employees shared the accommodations, exclude the cost above the single occupancy rate. If the single occupancy rate is not documented, it will be presumed to be no more than 80% of the multiple occupancy rate on the lodging receipt.)

6. The transportation expenses:

D 3HUVRQDODXWR BBBBBBBB PLOHV BBBBBBBBBBBBBBBB
)URP BBBBBBBBBBBBBBB7R BBBBBBBBBBBBBBBBBBBB
 ,I DSSO LFLVVO BQ\VDG L W MRUDDO WKJ YHKLFOH
 BB
 E 3DUNLVQXWDOQBOMW (Attach receipts for items over \$25, if available) BBBBBBBBBBBB
 F \$XWRQWDO
 † 3DLG MGL VWLWFWUG 036&KHFN
 † 3DLG E\ PDPDQGT XHVWLQJ UHLPEXUVBBBBBWB BBB
 (Attach original receipt from car rental company)
 G \$LUIDUH
 † 3DLG MGL VWLWFWUG 036FKHFN
 † 3DIEGPHDQ,DP UHTXHVWLQJ UHLPEXUVBBBBBWB BBB
 (Attach original receipt from airline or travel agency.
 GL %DJJPHHV BBBBBBBBBBBB

TOTAL REIMBURSEMENT REQUEST: \$_____

, KHUHE\ FHUWLI\ WKDW DOO RI WKH DERYH H[SHQVHV ZHUH LQFXUU
 0LOODUG 3XEOLF 6FKRROV
 BB
 6LJQDWXUH RI (PSOR\HH 'DWH
 BB
 \$SSURYDO 6LJQDWXUH 'LVWULFW %XGJHW &RGH