

EXPENSE LOG FOR TEAM/GROUP TRAVEL CREDIT CARD EXPENSES

TEAM/GROUP NAME: _____ DATES OF TRAVEL: _____

COACH/SPONSOR : _____ FINS ACCOUNT #: _____

DESTINATION: _____

PURPOSE OF TRAVEL: _____

TRAVELERS:

(use a separate sheet if additional space is required)

Name:	Title/Affiliation:	Name:	Title/Affiliation:

TRANSPORTATION EXPENSES (attach receipts):

TAXI/SHUTTLE: \$ _____ RENTAL CAR: \$ _____

BUS/TRAIN: \$ _____ GAS (RENTAL CAR): \$ _____

MEALS & LODGING EXPENSES (attach receipts):

*Use this space to detail any group lodging or meals **which were charged to the group's Travel Card.** Per diem rates still apply, but compliance is figured on a per-person basis if a charge is made on behalf of several travelers. Use a separate sheet if additional space is needed.*

Lodging Expenses:

Hotel Name:	Nightly rate:	# of nights:	Occupied by:

Be sure to attach all receipts to this form!

