



Group Meals <input type="checkbox"/> <10 <input type="checkbox"/> 10+	Transaction Date:	Vendor:	City of Purchase:	
Business Purpose:		List participants (if less than 10):		
Seminar Registration/Fees	Transaction Date:	Vendor:		
<b>Misc. Expenses</b>				
For each miscellaneous expense enter the transaction date, vendor name, the city it was purchased in, and the amount:				
<b>Personal Expenses (Non-Reimbursable)</b>				
For each personal expense enter the transaction date and the amount:				
EXPENSE REPORT TOTAL:				

## TRAVEL REIMBURSEMENT DOCUMENTATION CHECKLIST

- All receipts are provided and prepared correctly.
  - Receipts are itemized and final (shows proof of payment).
  - Receipts are neatly and completely glued or taped flat on single-sided, 8.5x11, blank printer paper. No tape is on top of text.
  - Key details are underlined or circled in red ink (date, vendor, location, payment information, and \$ amount).
  - Receipts are labeled by type in upper right-hand corner. (Types: Per Diem, Hotel, Airfare, Car Rental, Ground Transportation, Parking, Personal Car Mileage, or Misc.).

**NEED HELP? ASK KAYLEIGH or SHANNA in 383 FASB or EMAIL at:**  
 Kayleigh: [u1148394@gcloud.utah.edu](mailto:u1148394@gcloud.utah.edu) Shanna: [shanna.futral@utah.edu](mailto:shanna.futral@utah.edu)