

Archdiocese of Louisville
Conference/Meeting Travel Expense Report

Attach receipts and submit to Finance Office

Name:					Date of Report:				
Agency:									
Conference Title:									
Location of Conference:					Dates of Conference:				
Purpose of Attendance:									
Line Item	Expense Item	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Totals
1	Lodging								0.00
2	Breakfast								0.00
3	Lunch								0.00
4	Dinner								0.00
5	Airfare								0.00
6	Taxi/Bus								0.00
7	Car Rental								0.00
8	Parking								0.00
9	Tolls								0.00
10	Conf. Registr.								0.00
11	*Entertainment								0.00
12	**Mileage								0.00
13	***Misc.								0.00
13	****Tips								0.00
14	*****Airport Luggage Fees								0.00
Totals		0.00	0.00	0.00	0.00	0.00	0.00		0.00
							Deduct for Prepaid		
							Deduct for Cash Advance		
							Net to be Reimbursed		0.00
*Entertainment - Give details of who, what, where, why:									
**Miles Driven _ @ \$0.58									
***Miscellaneous - Give details:									
****Tips at airport and hotel for luggage									
*****Airport Luggage Fees									
The above expenditures represent cash spent for Archdiocesan purposes only and do not include items of a personal nature.									
Signature:						Accounting Department			
Address:						Reviewed:			
						Check No.:			
Approved by:						Date:			
Charge to Dept.:				Account:		Total \$			