

Archdiocese of Louisville
Conference/Meeting Travel Expense Report July 1, 2025 - June 30, 2026

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	0.00	0.00	0.00	0.00	0.00	0.00	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 _ @ \$0.70									-
***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 \$			

*Contact Deborah Herbert if you would like an excel version of this file.