Archdiocese of Louisville

Conference/Meeting Travel Expense Report July 1, 2026 - December 31, 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: -

***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 $

****Miles driven after 7/1/2026 - 12/31/2026 pd @ $0.76**

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