### TRAVEL

1. Roundtrip airfare: From: ____________________________
   To: ____________________________
2. Personal Vehicle Mileage: From: ____________________________
   (home ↔ airport) To: ____________________________ Miles at
   $ per mile
3. Purchased Transportation (Shuttle Buses, Rental Car†)
   (†: Prior Approval Required)

Explanations: ____________________________

### HOTEL

1. Nights at ____________________________ per night

Explanations: ____________________________

### MEALS

<table>
<thead>
<tr>
<th>Day of Week</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
<th>Daily Total</th>
<th>Grand Total</th>
</tr>
</thead>
</table>

Explanations: ____________________________

### OTHER EXPENSES

1. ____________________________
2. ____________________________
3. ____________________________

TOTAL SUBMITTED FOR REIMBURSEMENT: ____________________________

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For ACSAC Use Only

Approved by: ____________________________ Date: ____________________________
Signature: ____________________________
Paid by: ____________________________ Title: ____________________________
Pmt Method: ____________________________ Date: ____________________________
   □ Check □ PayPal/Xoom □ TransferWise □ International Bank Wire Transfer
   ID: ____________________________
Acct Code: ____________________________ Total Expense Reimbursement: ____________________________
Total Taxable Income: ____________________________

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