

## Forms for MAE Travel Receipts

Date: \_\_\_\_\_

Traveler's name: \_\_\_\_\_ Destination: \_\_\_\_\_

Departure date and time \_\_\_\_\_ Return date and time \_\_\_\_\_

\*\*\*\*\*

Check below if included with receipts

Airfare \$ \_\_\_\_\_

\_\_ Ticket

\_\_ Baggage fee \$ \_\_\_\_\_

\_\_ Hotel (showing zero balance) \$ \_\_\_\_\_

\_\_ Conference registration fee receipt \$ \_\_\_\_\_

\_\_ Conference agenda

Ground Travel

\_\_ Rental car \$ \_\_\_\_\_

\_\_ Fuel \$ \_\_\_\_\_

\_\_ Cab/taxi/limo/shuttle \$ \_\_\_\_\_

\_\_ Parking \$ \_\_\_\_\_

\_\_ Mileage to/from airport \$ \_\_\_\_\_

TOTAL EXCLUDING MEALS \$ \_\_\_\_\_

\*\*\*\*\*

Please tape the receipts to the 8 ½ X 11 template on the next page, if not already on 8 ½ X 11 sheets.

*Check one or more*

- Baggage fee
- Conference registration fee receipt
- Rental car
- Cab/taxi/limo/shuttle

- Hotel (showing zero balance)
- Conference agenda
- Fuel
- Parking



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