



Travel Expense Voucher (Add'l expenses)

DEPARTMENT OF COMPUTER SCIENCE

Hotel (Add'l)

Dates	Description – hotel name	Base Rate	Daily Taxes	# of Nights	Currency

Was hotel the official conference site? Yes No If multiple hotels used; please answer in first page comment box.

Transportation (Add'l)

Date	Description – e.g. mileage, airfare (give airline name), bus, car rental, taxi/shuttle, train, tolls, travel agency fee. Indicate if Fleet Services vehicle was used - no expense needed.	Expense	Currency

Miscellaneous (Add'l)

Date	Description – e.g. registration, parking, gas, internet, baggage	Expense	Currency

Meals (Add'l)

Date	Breakfast	Lunch	Dinner	Currency(ies)

Notes and comments