

Travel Claim / Adjustment

Submitting a travel claim: Submit a travel claim for travel on behalf of the organization. If submitting meterage, please refer to the official Mileage Sheet. Original, detailed receipts must be submitted for all expenses other than meals and private accommodations.

Submitting a travel adjustment: Submit an adjustment if you incurred expenses that differed from your original claim. Input your actual total(s) in the claim section. Refer back to your original claim for relevant claim totals.

I am submitting a: Travel claim Travel adjustment

Claim

Name: _____ Vendor #: _____

Destination: _____ Reason for travel: _____

Mileage @ \$0.54 = _____

Breakfast @ \$13.60 = _____

Lunch @ \$12.85 = _____

Dinner @ \$36.30 = _____

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Total _____

Adjustment

I incurred the following expenses that differed from the above. Please input your actual total(s):

Adjustment total _____

Relevant original claim total - _____

Total adjustment = _____

Payment information

This claim is to be reimbursed by a third-party: _____

Charge to account #: _____ Amount: \$ _____

Charge to account #: _____ Amount: \$ _____

Charge to account #: _____ Amount: \$ _____

Director Signature

Date

CK# _____