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| --- | --- | --- | --- |
| **Name:** |   | **Telephone:** |   |
| **Address:** |   | **E-Mail:** |   |
| **City, State, Zip** |   | **Date** |   | **Total Amount:** |  | **Total Miles:** |  |

**Travel:**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date:** | **Event:** | **Registration Fee** | **Air/Rail** | **Lodging** | **Car Rental** | **Parking** | **Meals** | **Misc.** | **Misc. Explanation** | **Daily Totals** |
|   |   |   |  |   |  |  |  |  |  |   |
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**Purchases:**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date:** | **Purchase Description** | **Amount** | **Date:** | **Purchase Description** | **Amount** | **Date:** | **Purchase Description** | **Amount** |
|    |  |   |   |   |   |   |   |   |
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| **Totals:** |  |  | **Totals:** |  |  | **Totals:** |  |  |

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| **Instructions: Save to your hard drive and fill in using Microsoft Word or Print and fill in by hand** **Please attach all receipts and send to Bet Aviv**  |
| Item | Description |
| Name | Name of traveler (e.g., Suzy Congregant) |
| Address | Address of traveler (e.g., 5885 Robert Oliver Place) |
| City, State, Zip | City, State and Zip code of traveler (e.g., Columbia, MD 21045) |
| Telephone | Telephone of traveler (410-999-9999) |
| E-Mail | E-mail address of traveler (suzy@comcast.net) |
| Date | Enter the date you are submitting the form |
| Total Amount | Enter the total reimbursement amount (for conferences and purchases) for this expense form (e.g., $352) |
| Total Miles | Enter the total miles traveled to and from the conference (e.g., 100) |
| **Travel Expenses**  |
| Date | Enter each date you incurred expenses while at a conference (2/21/07) |
| Event | Enter the name of the event (e.g., URJ Biennial) |
| Registration Fee | Enter the registration fee for the conference (e.g., $250) |
| Air/Rail | Enter the total cost of the air or train fare (e.g., $252) |
| Lodging | Enter the daily cost for the hotel and any taxes (e.g., $116) |
| Car Rental | Enter the total cost of a car rental on the last day of the trip (e.g., $255) |
| Parking | Enter the daily parking fees incurred for the conference (e.g., $10) |
| Meals | Enter the daily cost of meals purchased during the trip (e.g., $14) |
| Misc. | Miscellaneous fees could include the cost of taxi or bus fare incurred to get to the conference or tolls (e.g, $3.50) |
| Misc. Explanation | Describe the purpose of the cost (e.g., taxi fare to and from the airport to the hotel) |
| Daily Totals | Enter the total amount spent each day across all categories (e.g., $359) |
| Totals | Enter the total amount for each category for the trip and the sum of the daily amounts (e.g., $559) |
| **Purchase Expenses (Repeat for each purchase)** |
| Date | Enter the date the purchase was made (e.g., 2/27/07) |
| Description | Enter the purchase description (e.g., Dell Computer) |
| Amount | Enter the total amount of the purchase (e.g., $1,140) |
| Totals | Enter the total amount for the purchase(s) (e.g., $1,140) |