



Travel Receipt Log

(When using Restricted Fee or Endowment money)

Need one form per person wishing to receive reimbursement

Sport Club: _____

Date Submitted: _____

Destination: _____

Travel Dates: _____

Travel Representative: _____

Number of Hotel Receipts: _____

Hotel Total: \$ _____

Number of Vehicle Rental Receipts: _____

Rental Total: \$ _____

Number of Registration/Entry Fee Receipts: _____

Entry Fee Total: \$ _____

Number of Toll Receipts: _____

Toll Total: \$ _____

Gas Receipts:

Personal Vehicles: (# of Vehicles _____)

Number of Receipts _____

Total Personal Gas: \$ _____

Rental Vehicle: (# of Vehicles _____)

Number of Receipts _____

Total Rental Gas: \$ _____

Total Amount of Gas Receipts: \$ _____

Grand Total for Entire Trip: \$ _____

Changes from Original Intent to Travel: such as the number of rooms rented or names on receipts that were not travel representatives (a completed W-9 form and EFT will need to be filled out if names on receipt are not that of the travel representative)

Submit all travel receipts with this Document.

Receipts will only be accepted if legible, clean, within the travel dates on the corresponding ITT, and contain only travel purchases (no food, drink, or non-travel-related purchases will be reimbursed).

**PLEASE RETURN TO PROGRAM MANAGER WITHIN 5
BUSINESS DAYS OF RETURN**

Program Manager Approval: _____

Sport Club Coordinator Approval: _____



Travel Receipt Log

This section should be filled out by each club member turning in receipts for individual reimbursement

Hotel Receipts	Room (Conf. #)	Amount Charged
	Total Hotel Cost:	

Vehicle Rental Receipts	Vehicle	Amount Charged
	Total Rental Cost:	

Registration/Entry Fee Receipts	Event/Team	Amount Charged
	Total Registration Cost:	

Gas Receipts	Personal Vehicle	Rental Vehicle
	Total Gas Cost:	

TOTAL RECEIPTS: \$ _____

Toll Receipts		Amount Charged:
	Total Toll Receipts:	

Sport Club: _____

By signing this, I confirm that I have turned in the aforementioned receipts:

Signature: _____

Date: _____

