

### Post Travel Form

For Expense Report

ALL travel receipts must be attached to this form

ALL fields must be completed

**Traveler Name:** \_\_\_\_\_

**Destination:** \_\_\_\_\_

**Depart LV:** Date: \_\_\_\_\_ Flight Departing Time: \_\_\_\_\_ Flight Arrival Time: \_\_\_\_\_

**Return to LV:** Date: \_\_\_\_\_ Flight Departing Time: \_\_\_\_\_ Flight Arrival Time: \_\_\_\_\_

**Claiming Meal Per Diem?** YES      NO

Were any meals provided or hosted during travel? YES      NO

If yes, detail here: \_\_\_\_\_

#### RECEIPTS SUBMITTED

Description	Amount	Receipt Attached		Payment Method	
		Yes	No	Pcard (Enter PCV #) (If PCV # is not known leave blank)	Personal Funds
Airfare					
Lodging					
Rental Car					
Gas					
Tolls					
Parking					
Ground Transportation					
Hosting					
Conference Registration					
Other:					

Comments: