

Date

Travel	Air/rail/boat		
City	Rental Car/taxi		
Why	Lodging		
	Tips, laundry, other		
	Total Travel (no meals)		
Meals/Entertainment/Etc	Trvl brkfst		
Who	Trv Lunch		
	Trvl Dinner		
Where	Snacks/Drinks		
	Ent Meals		
Why	Other Ent		
	Total trv meals/ent		

Document the following 4 things:

- 1 **Date** - if on a multilpe day trip use a separate box per day
- 2 **Place** - by city
- 3 **Reason** - benefit to be derived
- 4 **Amount** - the amount of each expense

If you are dining with someone include their name on the documentation