

Please return the completed form with original itemized receipts attached

Netid:

Email:

Pre-approval on file? _____ **Destination:** _____

Did you make a presentation? ____ yes (include program page including your presentation)
 ____ no (students, include email from advisor explaining why you attended)

_____ Transportation (include itinerary)

train \$_____

bus \$_____

taxi \$

_____ Conference registration: \$_____, dates of conference _____

_____ Lodging: (include itemized hotel receipt with balance paid in full) \$_____

Conference Hotel: _____ (include page listing conference hotel)

_____ Per diem? _____

Departure date and time: _____ **Return date and time:** _____

Meals provided? _____ If yes, which ones? _____

Miscellaneous

baggage \$

parking \$_____

\$

_____ \$ _____

CFOP to be charged for expenses: _____