



TRAVEL EXPENSE ITEMIZED WORKSHEET

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Instructions: This form is used to help travelers itemize their expenses prior to completing the Travel Expense Claim Form. Indicate each daily expense in the appropriate category.

Traveler's Name: _____ Requisition No: _____

	Day 1	Day 2	Day 3	Day 4	Day 5
LODGING/MEAL ALLOWANCE:					
Hotel:	_____	_____	_____	_____	_____
Breakfast:	_____	_____	_____	_____	_____
Lunch:	_____	_____	_____	_____	_____
Dinner:	_____	_____	_____	_____	_____
TRANSPORTATION:					
Ground Transportation:	_____	_____	_____	_____	_____
Parking:	_____	_____	_____	_____	_____
BUSINESS EXPENSES:					
A.	_____	_____	_____	_____	_____
B.	_____	_____	_____	_____	_____
C.	_____	_____	_____	_____	_____
D.	_____	_____	_____	_____	_____
E.	_____	_____	_____	_____	_____
Daily Totals:	_____	_____	_____	_____	_____
GRAND TOTAL: _____					