

**THE UNIVERSITY OF TEXAS SCHOOL OF LAW
TRAVEL EXPENSE REPORT**

Name _____

Send reimbursement to: (check one) Home address Campus mail Direct Deposit _____

Destination (City, State) _____

Date and Time
of Departure _____

Date and Time
of Return _____

MEALS & LODGING (Traveler Only)

Date	Meals Total	Lodging Total	Daily Total
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Meals and Lodging Expenses: _____

TRANSPORTATION EXPENSES (Traveler Only)


Date	Type	From	To	Daily Total
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total Transportation Expenses: _____

OTHER TRAVEL EXPENSES (Traveler Only)

Type	Description	Total
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Other Expenses: _____

 Voucher Total: _____

**Attach to Law School Voucher Form and forward, along with all original receipts,
to the School of Law Accounting Office**

UNIVERSITY OF TEXAS SCHOOL OF LAW
 TRAVEL EXPENSE REPORT
 CONTINUATION PAGE 2

MEALS & LODGING (Traveler Only)

Date	Meals Total	Lodging Total	Daily Total
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Meals and Lodging Expenses(this page) : _____

TRANSPORTATION EXPENSES (Traveler Only)

Date	Type	From	To	Daily Total
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Transportation Expenses(this page) : _____

OTHER TRAVEL EXPENSES (Traveler Only)

Type	Description	Total
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other Expenses(this page) : _____

Page Total: _____

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 TRAVEL EXPENSE REPORT
 CONTINUATION PAGE 3

MEALS & LODGING (Traveler Only)

Date	Meals Total	Lodging Total	Daily Total
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Meals and Lodging Expenses(this page) : _____

TRANSPORTATION EXPENSES (Traveler Only)

Date	Type	From	To	Daily Total
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Transportation Expenses(this page) : _____

OTHER TRAVEL EXPENSES (Traveler Only)

Type	Description	Total
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other Expenses(this page) : _____

Page Total: _____