**NAME**

Meeting:

Travel Reimbursement Expense Funding Detail

***FUNDING SOURCES***

|  |  |  |  |
| --- | --- | --- | --- |
| **Funding Source** | **Amount** | **Direct Deposit** | **Chartstring** |
| MAE | $0 |[x]   |
| SEAS | $0 |[ ]   |
| Faculty Chartstring | $ |[ ]   |
| TOTAL FUNDING | **$** |  |  |

***EXPENSE DETAIL***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Expenses** | **Total Cost** | **MAE** | **SEAS** | **Faculty** |
| 1 | Conf. Registration | $ | $ | $ | $ |
| 2 | Airfare | $ | $ | $ | $ |
| 3 | Individual Meals | $ | $ | $ | $ |
| 4 | Transportation | $ | $ | $ | $ |
| 5 | Parking | $ | $ | $ | $ |
| 6 | Mileage | $ | $ | $ | $ |
|  | **TOTAL COSTS** | **$** | **$** | **$** | **$** |

Other Expense Report

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Expenses** | **Total Cost** | **MAE** | **SEAS** | **Faculty** |
| 1 | Hotel  | $ | $ | $ | $ |
|  | **TOTAL COSTS** | **$** | **$** | **$** | **$** |