												Per Diem Website	<u>Travel Expenses Procedure</u>		
Conference/Training:											75% of total for breakfast, lunch, dinner.		Itemize by day.		
#	Funding Source	Attendees	Building/Dept.	Registration Cost	Lodging	Airfare	Mileage	Parking	Substitutes + 40% benefits	Additional Pay	Travel Day 1	Travel Day 2	Breakfast	Lunch	Dinner
														1	
														1	
														+	
TOTAL	0	0		0	0	0	0	0	0	0	0	0		0	
TOTAL	0	0		0	0		0	0	0	0		0		5 0	
Travel Expenses:							Vendors								
Funding Source		Account Code			Cost		Please list complete name PO				cc				
							Registration					1			
							Lodging Airfare					1			
Total cost 0					Airiare										
Total cost 0															
Registration Expenses:							Principal/Director Signature:								
						Grant Manager Signature:									
Funding Source		Account Code Cost					Signature: Business Manager								
							Signature:								
Total Cost 0															
Total Cost 0															