

Dates of Conference \_\_\_\_\_

\*Submit this completed form with **original receipts** attached. If originals are required by another funding source, please submit first to GSA for Conference Travel Grant and after processing, the originals can be obtained for other funding source as is indicated below. \*

Individual Travel Expenses for \_\_\_\_\_

(Please Print Name)

Amount

Travel (including airfare, car rental w/gas, shuttles, taxis, buses) \_\_\_\_\_

Mileage will be paid for use of *personal* cars at 48.5 cents/mile, (gas receipts are NOT reimbursed in this case), (odometer readings from the start and end of trip must be submitted).

Mileage Out: \_\_\_\_\_ Mileage In: \_\_\_\_\_

**\*\*\*Please provide boarding passes from all flights\*\*\***

Accommodation (does not include meals, phone calls, or incidental expenses) \_\_\_\_\_

**\*\*If receipts are web generated you will be required to obtain hotel receipt\*\***

Registration (does not include memberships or tuition) \_\_\_\_\_

**\*\*\*Please provide registration itemization\*\*\***

TOTAL EXPENSES: \_\_\_\_\_

TOTAL CLAIMED (EXPENSES – OTHER FUNDING): \_\_\_\_\_

Funding from other sources (this will not affect the amount of your award unless the combined funding exceeds your total expenses):

Please indicate ‘matching funds’ or ‘balance of expenses’ if amount is to be determined

Source: \_\_\_\_\_ Amount: \_\_\_\_\_

Source: \_\_\_\_\_ Amount: \_\_\_\_\_

Source: \_\_\_\_\_ Amount: \_\_\_\_\_

I, the undersigned, do hereby testify that the expenses submitted represent my personal expenses and, as indicated on my original application, I will receive funding from other sources which are completely divulged here.

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(DATE)