

NAME: _____

**USEITI ADVISORY COMMITTEE MSG
February 13, 2012**

Include copy of following:

- 1. Travel Authorization**
- 2. Travel Itinerary**
- 3. eTicket Itinerary and Receipts**

Summary of Reimbursable Expenses *(include original receipts)*:

- 1. Lodging Receipt *(include lodging taxes)***
- 2. POV Mileage Calculation**
- 3. Rental Car Receipt**
- 4. Gas Receipt *(for rental car only)***
- 5. Parking Receipt**
- 6. Tolls Receipt(s)**
- 7. Taxi Receipt *(include tip)***
- 8. Airline Baggage Fees *(1 bag within weight limits)***
- 9. Metro Receipt**
- 10. Shuttle Receipt**

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eTICKET ITINERARY AND RECEIPTS

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POV MILEAGE CALCULATION (_____ One-Way Miles) - \$

DATES OF POV USE: _____

POV MILEAGE RESIDENCE OR BUSINESS (_____) TO
AIRPORT _____ AND RETURN

_____ miles X 2 = _____ miles @ \$0.565 /mile = \$ _____

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RENTAL CAR RECEIPT - \$_____ (RECEIPT ATTACHED)

RENTAL CAR GAS - \$_____ (RECEIPT ATTACHED)

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PARKING - \$ _____ (RECEIPT ATTACHED)

TOLLS - \$ _____ (RECEIPT ATTACHED)

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TAXI - \$_____ (RECEIPT ATTACHED)

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AIRLINE BAGGAGE FEES - \$_____ (RECEIPT ATTACHED)

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METRO (subway) FEES - \$_____ (RECEIPT ATTACHED)

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AIRPORT SHUTTLE FEES - \$_____ (RECEIPT ATTACHED)