

# Post Travel Addendum

Note: using PDF viewing programs such as Adobe Reader will ensure the form calculations function correctly

Description of Expense	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Total Expense
Airfare *								
Personal Car Mileage								
Reimburse Mileage <small>2024= 67¢ /mile</small>								
Rental Car * (excludes insurance)								
Other Transportation								
Parking/Tolls								
Conference Registration *								
Lodging (room + tax only) *								
Meals & Incidentals								
Foreign Per Diem/Domestic Long Term								
Misc. & Entertainment (explain)								

Notes and Comments

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Notes and Comments

\* Must attach original itemized receipts regardless of amount

**Total of Above Expenses:**