



<b>Transactions</b>	<b>Additional Comments</b>	<b>\$ Charged to P-Card</b>	<b>\$ Charged to Personal Credit Card</b>
<p><b>LIMOUSINE SERVICE:</b></p> <p>Did anyone share the drive with you?      <b>Yes</b>      <b>No</b></p> <p><b>NAME</b></p> <p><b>SPLIT COST?</b>      <b>Yes</b>      <b>No</b></p> <p>Budget 1      Budget 2</p> <p>From:      Departure time:</p> <p>To:      Arrival Time:</p> <p><b>RETURN TRIP:</b></p> <p>From:      Departure time:</p> <p>To:      Arrival Time:</p>			
<p style="text-align: center;"><b>AIRFARE</b></p> <p style="text-align: center;"><b>BAGGAGE FEE - TOTAL</b></p> <p style="text-align: center;"><b>AIRPORT PARKING</b></p>			
<p><b>TAXI 1</b> - From:      To:</p> <p><b>TAXI 2</b> - From:      To:</p> <p><b>TAXI 3</b> - From:      To:</p> <p><b>TAXI 4</b> - From:      To:</p>			
<p><b>HOTEL 1:</b></p> <p>Did anyone share the room with you?      <b>Yes</b>      <b>No</b></p> <p><b>Name</b></p> <p><b>Split cost?</b>      <b>Y Yes</b>      <b>No</b></p> <p>Budget 1      Budget 2</p> <p>Check in:</p> <p>Check out:</p> <p><b>HOTEL 1 PARKING:</b></p>			



<h2 style="text-align: center; color: red;">Transactions</h2> <p style="font-size: small; color: red;">If the fees below were already submitted for reimbursement, please state the date in the Comments box and do not enter amounts</p>	Additional Comments	\$ Charged to P-Card	\$ Charged to Personal Credit Card
<p style="color: red;"><b>CONFERENCE REGISTRATION FEE:</b></p> <p style="color: red;"><b>Reminder:</b> Must Include <u>Registration Fee Schedule</u> and <u>Agenda</u></p>			
<p style="color: red;"><b>ABSTRACT FEE</b></p>			
<p style="color: red;"><b>POSTER ONLINE UPLOAD FEE</b></p>			
<p style="color: red;"><b>POSTER PRINTING FEE IF PRINTED BY CONFERENCE</b></p>			
<p style="color: red;"><b>GROUP MEAL: Names of attendees</b></p>    <p style="color: red;"><b>VENUE</b> <span style="float: right;"><b>DATE</b></span></p>			

SubTotal: Pcard

SubTotal:  
Personal Credit Card

**OTHER EXPENSES**

Grand Total: Pcard

Grand Total:  
Personal Credit Card

**EXPLANATIONS**