WORK SHEET FOR INTERNATIONAL TRAVEL EXPENSES OTHER THAN LODGING AND M&IE

TRAVELER'S NAME:			DATES OF TRAVEL: FROM TO		PAGE OF		
DATE	LOCATION	EXPENSE ITEM (RECEIPTS REQUIRED)	BUSINESS PURPOSE	FOREIGN CURRENCY AMOUNT	X RATE EQUIV US $	EXPENSE AMT (US $)	RECEIPT NUMBER

All expenses for which reimbursement is requested must be made and documented in accord with University policy and procedure. See the Manual of Business Procedures for specific details. Unless excluded by University policy, receipts are required for all expenditures. While in international travel status, some expenditures are incorporated in M&IE or lodging and should not be claimed individually. M&IE includes all charges for meals and related tips and taxes (specifically excluded are alcoholic beverages, entertainment expenses and any expense incurred for other persons); all fees and tips to wait staff, porters, baggage handlers, bell staff, hotel maids, dining room stewards and others on vessels, and hotel servants in foreign countries; telegrams and telephone calls reserving hotel accommodations; laundry; cleaning and pressing of clothing; and transportation between places of lodging or business and places where meals are taken. Lodging includes expenses for overnight sleeping facilities; baths; personal use of the room during daytime; service charges for fans, air conditioners, heaters and fires furnished in the room when such charges are not included in the room rate.

Exhibit 70-G