

ID:

Time:

Time:

**\$0.00**

**Prepaid Expenses**

DATE	EXPLANATION (Itemized):	AMOUNT
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SUBTOTAL \$ -

DATE	EXPLANATION (Itemized): (University Issued) Purchasing Card Expenses	TRANS ID#	AMOUNT
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Per Diem Allowances should not be requested when meals are included in registration fees or paid for by others. By signature, Per Diem meals requested above indicate the traveler did not participate in a meal provided at that time. Original must be submitted to Accounts Payable within thirty (30) days of return. Original dated receipts that are not letter size must be taped to a white sheet of paper. Original receipts are required.