

## TRAVEL EXPENSE DETAIL

Since there is limited space on the Travel Expense Claim, [only enough lines to record about a week's worth of expenses], we recommend printing out this form if you feel you will need more lines to record expenses as they are paid. NSID UniFi Vendor Number Name (if known) Department / College Room / Building Details of Expenses: Attach Original Receipts; Copies Are NOT Acceptable; Attach Exchange Rate Verification (if applicable). **MEALS** DATE TOTAL Transportatn Exch Accomodtn (reg fee, Brkfst Lunch Dinner (mmm/dd) (inc local-taxi) (inc hotel/prv) Rate (CAN\$) Description phone)

EXPENSE DETAIL TOTAL (transfer this total to the applicable box on the Travel Expense Claim form) .......