POST-TRAVEL
TRAVEL DOCUMENT TRACKING SHEET

Post-Travel Instructions: Part 2 must be completed and submitted ONE WEEK AFTER travel return date for reimbursement purposes.
1. Complete form and attach remaining receipts
2. Submit to Brianna Silverio

Receipt Policies:
• All receipts must show method of payment (last 4 digits of credit/debit card)
• If receipt shows Paypal/Venmo, you must attach bank or credit/debit card statement
• Do not submit receipts for meals

PART 2 – POST TRAVEL

FIRST NAME: ___________________________ LAST NAME: ___________________________

DESTINATION: ___________________________

TRAVEL DATES: ___________________________

ENGLISH GPSA UFTC OTHER
APPROVAL: $ _______ APPROVAL: $ _______ APPROVAL: $ _______ APPROVAL: $ _______

☐ AIRFARE & ITINERARY ☐ HOTEL LODGING (FINAL HOTEL FOLIO)
☐ CAR RENTAL RETURN AGREEMENT ☐ MILEAGE LOG (PERSONAL CAR)
☐ PARKING ☐ BUS/TAXI/TRAIN/ETC.
☐ CONFERENCE REGISTRATION AND ITINERARY ☐ OTHER: ___________________________

TRAVELER ACKNOWLEDGEMENT: SUBMITTED TO SUBMITTED TO
ACKNOWLEDGEMENT: BRIANNA SILVERIO: MICHELE SANDERS:

SIGNATURE: ___________________________ SIGNATURE: ___________________________ SIGNATURE: ___________________________

DATE/TIME: ___________________________ DATE/TIME: ___________________________ DATE/TIME: ___________________________

NOTES:

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EXPENSE REPORT
CREATED BY: DATE: REFERENCE #: