

**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 APPROVAL: \$ \_\_\_\_\_ GPSA APPROVAL: \$ \_\_\_\_\_ UFTC APPROVAL: \$ \_\_\_\_\_ OTHER APPROVAL: \$ \_\_\_\_\_

- |  |  |
|--|--|
| <input type="checkbox"/> AIRFARE & ITINERARY                   | <input type="checkbox"/> HOTEL LODGING (FINAL HOTEL FOLIO) |
| <input type="checkbox"/> CAR RENTAL RETURN AGREEMENT           | <input type="checkbox"/> MILEAGE LOG (PERSONAL CAR)        |
| <input type="checkbox"/> PARKING                               | <input type="checkbox"/> BUS/TAXI/TRAIN/ETC.               |
| <input type="checkbox"/> CONFERENCE REGISTRATION AND ITINERARY | <input type="checkbox"/> OTHER: _____                      |

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

SIGNATURE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

DATE/TIME: \_\_\_\_\_ DATE/TIME: \_\_\_\_\_ DATE/TIME: \_\_\_\_\_

NOTES:  
\_\_\_\_\_  
\_\_\_\_\_

<b>EXPENSE REPORT</b>		
CREATED BY: _____	DATE: _____	REFERENCE #: _____