**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**

<table>
<thead>
<tr>
<th>FIRST NAME: ___________________________</th>
<th>LAST NAME: ___________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>DESTINATION: __________________________</td>
<td></td>
</tr>
<tr>
<td>TRAVEL DATES: __________________________</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ENGLISH</th>
<th>GPSA</th>
<th>UFTC</th>
<th>OTHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPROVAL: $________</td>
<td>APPROVAL: $________</td>
<td>APPROVAL: $________</td>
<td>APPROVAL: $________</td>
</tr>
</tbody>
</table>

- [ ] 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 BRIANNA SILVERIO:**

**SUBMITTED TO MICHELLE SANDERS:**

| SIGNATURE: ___________________________ | SIGNATURE: ___________________________ | SIGNATURE: ___________________________ |
| DATE/TIME: ___________________________ | DATE/TIME: ___________________________ | DATE/TIME: ___________________________ |

**NOTES:**

_________________________________________________________________

**EXPENSE REPORT CREATED BY:**

**DATE:**

**REFERENCE #:**