Tulane University OGPS/GSSA Travel Expense Itemization Sheet (Please Print)

Traveler: Jennifer Champagne-Deaux  
TU ID  555-55555

Department: Underwater Basket Weaving

Destination and purpose: New Orleans, LA, USA, Presenting at Underwater Conference

Departure date: January 25, 2017  
Return date: January 27, 2017

Transportation expense: 
Airfare: $250.00  
Class: Economy

Automobile: $0.00  
($0.575 x # of miles) (Do not use for taxis)

Registration expense: $25.00

Please use one line per day; each day can have multiple expenses listed.

<table>
<thead>
<tr>
<th>Date</th>
<th>Mileage</th>
<th>Other transport</th>
<th>Other (Checked bags, abstract submission fees, etc.)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month</td>
<td>Day</td>
<td># miles</td>
<td>Cost</td>
<td>Cost</td>
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<td>1</td>
<td>6</td>
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<td>1</td>
<td>25</td>
<td>Uber- $15.00</td>
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<td></td>
</tr>
<tr>
<td>1</td>
<td>27</td>
<td>Taxi – $20.00</td>
<td></td>
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</tr>
</tbody>
</table>

Totals | $ | $ | $ | $ | $ 90.00 |

If you have funding from other sources, including other Tulane departments, please list the source, amount, and what type of expenses they fund here. Attach a second sheet if needed.

Advisor - $55.00 - Abstract Submission + Registration

Subtotal expenses: $90.00

Airfare: $250.00

Total expenses: $340.00

Amount to be reimbursed by OGPS/GSSA: $285.00

I certify that the above stated expenses were incurred by me while traveling on Tulane University business.

Jenn Champagne Deaux

Traveler’s signature (REQUIRED)

If justification is required for any item, please explain here.

Took Uèr from airport but unable to secure one to the airport from hotel.