

TRAVEL ADDENDUM

I hereby certify that the following expenses were incurred by me on behalf of the University of Nebraska Lincoln. I do not have an original detailed receipt therefore (check applicable box below):

- Box 1** I have enclosed documentation (i.e., a copy of a cancelled check - both front and back, a copy of an original receipt, a credit card receipt) for the original following claimed expenses.
- Box 2** I will provide within 30 days documentation (i.e., a copy of a cancelled check both front and back, an original receipt, a credit card receipt) for the following claimed expenses.
- Box 3** I submit the following reason why I cannot provide the original receipt or documentation on the line below.
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Non Meal Expenses

Date	City, State	Description	Amount

Daily Itemized Meal Expenses

Date	City, State	Name of Concession Stand, Festival, Fair, Ball Park	Meal details (i.e. Hotdog, Soda)	Amount (incl. tip)

NOTE: Alcohol is not a reimbursable expense.

Print Name

Signature

Date