

TEV Check Sheet (on a daily basis list travel expenses to be reimbursed):

TEV CATEGORIES	EXPENSE TYPE	EXPENSES DATE: _____	EXPENSES DATE: _____	EXPENSES DATE: _____	EXPENSES DATE: _____	EXPENSES DATE: _____
HOTEL	Hotel Room					
MEALS	Breakfast					
	Lunch					
	Dinner					
MISCELLANEOUS	Baggage/Other Tip					
	Business Phone Call					
	Parking					
	Registration					
	Wifi/Computer Access					
OTHER	Provide description and comments:					
	Provide description and comments:					
TRANSPORTATION	Airfare					
	Baggage Fee					
	Bus					
	Car Rental					
	Mileage					
	Taxi/Shuttle (specify locations) From: To:					
	Tolls					
	Train					
	Travel Agency Fees					
	Additional lines for traveler's use					