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|  | **Travel Log** | Updated 07/28/2022 |
| **Document your trip! Use this log to document arrival and departures when applicable. Include any information related to reimbursement, such as cabs, parking, lodging, and miscellaneous. Collect receipts for all expenses or include a memo for missing receipts. Record all information in chronological order.** | | |

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| --- | --- |
| **Traveler’s Name:** |  |

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| --- | --- | --- | --- |
| Start Date: |  | Date & time you departed from your home base | Optional Notes\*: |
| Start Time: |  |  |
|  |  |  |
| End Date: |  | Date & time you returned to your home base |
| End Time: |  |

\* Be sure to note if any meals are provided. Examples would be meals at conferences or bed & breakfasts.

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| **TRAVEL LOG** | | | | | | | | |
| **Date** | **Depart Time** | **Arrival**  **Time** | **From** – **To** | | **Transport with** | **Receipts Rcvd.** | **Cost** | **Reim-**  **bursable** |
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| DISTRICT IN-KIND CONTRIBUTIONS, totals for trip: | | | | | | | | |
| Transportation (number of times transported, i.e. from airport to school): | | | | |  | | | |
|  | | | | | Breakfast | Lunch | Dinner | Other |
| Food (number of times provided): | | | | |  |  |  |  |
| Lodging (number of nights lodging provided): | | | | |  | | | |
| COVID Lab Testing Fees related to travel: | | | |  | | | | |  |
| Notes (describe any unusual situations not covered above, i.e. mode, time, distance): | | | | | | | | |
|  | | | | | | | | |