

TRAVEL/PROGRAM CASH ADVANCE EXPENSE LOG

| EMPLOYEE NAME | EMPLOYEE ID # | DEPARTMENT | TERRADOTTA TRAVEL # |
|---------------|---------------|------------|---------------------|
| | | | |

DATE PROCESSED

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|-------------------------------|--------------------|
| CASH ADVANCE INVOICE # | SPEEDTYPE # |
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| PREPARER | |
| PREP'S PHONE | |
| PREP'S E-MAIL | |

| ITEMIZED EXPENSES | | | | | | | | | | | | | | | | | |
|-----------------------------|-------------|----------|-----------|---------------|-----------|-------------|--------|--------|------------------------|----------------|--------------------------|-----------|---------------------|--------------------------------|---------|--------------|-------|
| Trip # | DESCRIPTION | MILEAGE | | MEAL PER DIEM | | CONF REG | AIR | HOTEL | MEMB DUES & FEES | AUTO RENTAL | OTHER TRAVEL EXPENSES | | BUSINESS Meeting | OTHER JOB RELATED EXP | FOREIGN | TAX REIMB | TOTAL |
| | | in state | out state | in state | out state | | | | | | in state | out state | | | | | |
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| TOTAL CATEGORY REIMBURSMENT | | | | | | | | | | | | | | | | | |
| ACCOUNT | | 726450 | 726250 | 726311 | 726210 | 726700 | 726230 | 726240 | 726800 | 726270 | 726311 | 726210 | 727260 | 727200 | 726220 | 727280 | |

<< SIGNATURES >>

EMPLOYEE/TRAVELER _____

SUPERVISOR/DEPT HEAD _____

PI (If on sponsored funds) _____

*Fly America Act requirements must be met when conducting foreign travel on Federal grants.

Fly America Policy: <https://www.umass.edu/controller/audit-and-compliance-0>

University of Massachusetts Business and Travel Expense Policy can be found at:

<https://www.umass.edu/controller/business-travel-expenses>