

**SAMPLE TRAVEL CLAIM SUMMARY**

**NOTE: This form is provided solely as an example or sample of how to document and summarize travel expenses claimed on a *Travel Authorization (TA)***

**Attend International Conference - Trade  
Munich, Germany  
May 17 - May 22, 2009**

**Reimbursement for Expenses  
(Employee Name and A#)  
TA # XXXXXX**

| Date  | Breakfast              | Lunch         | Dinner                 | Lodging                     | Incidentals | Airfare                | Transportation<br>Rental Car<br>Taxi/Shuttle | Parking             | Other                  | Total    |
|---|------------------------|---------------|------------------------|-----------------------------|-------------|------------------------|--|---------------------|------------------------|----------|
| Depart Logan 11:00 am<br>Sunday, May 17                           | -                      | 8.00          | US Stopover<br>13.00   | -                           | 6.00        | US Airways<br>1,084.00 | Mileage to SLC<br>49.50                      |                     |                        | 1,160.50 |
| Arrive Munich 3:00 pm<br>Monday, May 18                           | En route<br>-          | En route<br>- | Half Board<br>Included | Seehof Herrsching<br>164.40 | 29.00       | -                      | -  | -                   | ATM Fee<br>2.50        | 195.90   |
| Tuesday, May 19   | Half Board<br>Included | 37.00         | Half Board<br>Included | Seehof Herrsching<br>164.40 | 29.00       | -                      | -  | -                   | -                      | 230.40   |
| Wednesday, May 20   | Half Board<br>Included | 37.00         | Half Board<br>Included | Seehof Herrsching<br>164.40 | 29.00       | -                      | -  | -                   | -                      | 230.40   |
| Thursday, May 21  | Half Board<br>Included | 37.00         | Half Board<br>Included | Seehof Herrsching<br>164.40 | 29.00       | -                      | -  | -                   | Tip Hotel Maid<br>9.59 | 239.99   |
| Depart Munich 11:55 am<br>Friday, May 22<br>Return Logan 10:45 pm | Half Board<br>Included | 37.00         | US Stopover<br>13.00   | -                           | 6.00        | -                      | Mileage from SLC<br>49.50                    | Park n Jet<br>30.00 | -                      | 135.50   |
| <b>TOTALS</b>   | -                      | 156.00        | 26.00                  | 657.60                      | 128.00      | 1,084.00               | 99.00  | 30.00               | 12.09                  | 2,192.69 |

Itemized receipts attached

|                                | Breakfast | Lunch | Dinner | Maximum Lodging | Incidentals |
|--------------------------------|-----------|-------|--------|-----------------|-------------|
| <b>International Per Diem:</b> | 22.00     | 37.00 | 59.00  | 252.00          | 29.00       |

|                             | Euro   | US Dollar |
|-----------------------------|--------|-----------|
| <b>Currency Conversion:</b> | 1.00 = | 1.37      |

**In-State Per Diem:** 7.00 8.00 13.00  
Dinner allowance is authorized only when return time is later than 8:00 p.m.

Allowance up to 24 continuous hours:  
11 to 14 - One meal  
Over 14 to 18 - Two meals

Allowance in excess of 24 continuous hours:  
6 to 11 - One meal  
Over 11 to 14 - Two meals

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Traveler's Signature Date