Guest Travel Date	Person's Name
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Points of Travel					
Date	From		То		Mode
	_				
	1 [I []
					Private Car, Rental Car, Plane,
Transportation					Train etc.
- Private Car mileage (Not rental cars)		mil	les @		
- Private Car mileag	- Private Car mileage (Not rental cars)		mil	les @	
-Airfare/Train fare (-Airfare/Train fare (Coach class only. Attach ticket stub.)				
-Rental Car (Attach original receipts. Give justification for why rental car was used instead of public transportation)					
-Taxi/Van (Including tips. Attach original receipts for fare where applicable.)					
-Parking (Attach receipt if applicable.)					
Total Transportation					
Meals (Attach original receipts. Cannot include any alcoholic beverages.)					
,	kfast(\$)	Lunch(\$)	Dinner(\$)	Day Total (\$)	
			1	1	
<u> </u>				Total Meals (\$)	· []

Hotel Room (Attach original receipts. Basic single occupancy room rate only.)

Date(s)	Rate(\$)	Number of Nights	Total (\$)
			Total Hotel (\$)

Miscellaneous

-Baggage Handling Tips (Receipts not required), etc.

		,,		
Tota	I Miscellaneous			
			Total Reimbursement Requested	b

Certification: I hereby request reimbursement of the travel related expenses detailed above and do hereby certify that:

- the travel and expenses indicated hereon were incurred by me

- the expenses were incurred in the performance of official duties and pursuant to the travel authority granted to me by UAB

- I have not been and will not be reimbursed for any of these expenses by any other entity

- there are no alcoholic beverages included in these expenses

- I agree to the rate at which I am being reimbursed

- I have not previously billed UAB for any of these expenses

- this travel voucher has been completed in compliance with UAB policies

Signature	Date