

**THE UNIVERSITY OF TEXAS SCHOOL OF LAW  
TRAVEL EXPENSE REPORT**

Name \_\_\_\_\_

**Send reimbursement to: (check one)**  Home address  Campus mail  Direct Deposit \_\_\_\_\_

Destination (City, State) \_\_\_\_\_

Date and Time  
of Departure \_\_\_\_\_

Date and Time  
of Return \_\_\_\_\_

**MEALS & LODGING (Traveler Only)**

Date	Meals Total	Lodging Total	Daily Total
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Meals and Lodging Expenses: \_\_\_\_\_

**TRANSPORTATION EXPENSES (Traveler Only)**


Date	Type	From	To	Daily Total
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total Transportation Expenses: \_\_\_\_\_

**OTHER TRAVEL EXPENSES (Traveler Only)**

Type	Description	Total
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Other Expenses: \_\_\_\_\_

 Voucher Total: \_\_\_\_\_

**Attach to Law School Voucher Form and forward, along with all original receipts,  
to the School of Law Accounting Office**

UNIVERSITY OF TEXAS SCHOOL OF LAW  
 TRAVEL EXPENSE REPORT  
 CONTINUATION PAGE 2

MEALS & LODGING (Traveler Only)

Date	Meals Total	Lodging Total	Daily Total
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Meals and Lodging Expenses(this page) : \_\_\_\_\_

TRANSPORTATION EXPENSES (Traveler Only)

Date	Type	From	To	Daily Total
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Transportation Expenses(this page) : \_\_\_\_\_

OTHER TRAVEL EXPENSES (Traveler Only)

Type	Description	Total
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other Expenses(this page) : \_\_\_\_\_

Page Total: \_\_\_\_\_

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 TRAVEL EXPENSE REPORT  
 CONTINUATION PAGE 3

MEALS & LODGING (Traveler Only)

Date	Meals Total	Lodging Total	Daily Total
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Meals and Lodging Expenses(this page) : \_\_\_\_\_

TRANSPORTATION EXPENSES (Traveler Only)

Date	Type	From	To	Daily Total
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Transportation Expenses(this page) : \_\_\_\_\_

OTHER TRAVEL EXPENSES (Traveler Only)

Type	Description	Total
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other Expenses(this page) : \_\_\_\_\_

Page Total: \_\_\_\_\_