

TRAVEL ADDENDUM

I hereby certify that the following expenses were incurred by me on behalf of the University of Nebraska Lincoln. I do not have an original detailed receipt therefore (check applicable box below):

- Box 1** I have enclosed documentation (i.e., a copy of a cancelled check - both front and back, a copy of an original receipt, a credit card receipt) for the original following claimed expenses.
- Box 2** I will provide within 30 days documentation (i.e., a copy of a cancelled check both front and back, an original receipt, a credit card receipt) for the following claimed expenses.
- Box 3** I submit the following reason why I cannot provide the original receipt or documentation thereof:
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Non Meal Expenses

Date	City, State	Description	Amount

Daily Itemized Meal Expenses

Date	City, State	Name of Concession Stand, Festival, Fair, Ball Park, Restaurant	Meal details (i.e. Hotdog, Soda)	Amount (incl. tip)

NOTE: Alcohol is not a reimbursable expense.

Signed _____

Dated _____

Travel Addendum Instructions

DO NOT use the Travel Addendum form to replace an itemized receipt. Every effort should be made to obtain an itemized receipt for meal expenses equal to or greater than \$5.00. (It may be necessary to call the restaurant after the fact.)

Documentation

If you have a copy of a cancelled check (front and back), a copy of an original receipt, or a credit card transaction receipt (non-itemized) for the original, mark box #1 and fill in the appropriate section.

No itemized receipt provided:

If purchasing food from a concession stand, festival, fairs, ball parks, or small establishments who do not provide receipts, mark box #3 and fill in the daily itemized meal log portion of the form. The date, city, state, name of the establishment, meal details, and amount (including tips) must be recorded.

Alcoholic beverages and the associated taxes are not reimbursable and should be deducted and not claimed.

Lost Receipts:

If a receipt was provided but it was lost, i.e. lodging or registration, mark box #2 or #3 and fill in the non meal expense portion of the form. This circumstance should be very rare.

This form can be found by going to SAPPHIRE>Business Forms>UNL Business Forms>Travel>Travel Addendum