



KU Sport Clubs

Travel Receipt Log

Directions:

- 1) Each Travel Representative wishing to receive reimbursement must turn in a Travel Receipt Log.
- 2) Submit all travel receipts with this document within 3 Business Days of Return. (Gas, Toll, Hotel, EntryFees)
- 3) Receipts will only be accepted if legible, within the travel dates on the corresponding ITT, and contain only travel purchases (no food, drink, or non-travel-related purchases will be reimbursed).

Sport Club: _____

Date Submitted: _____

Destination: _____

Travel Dates: _____

Travel Representative: _____

Gas Receipts		Toll Receipts		Hotel Receipts		Registration Receipt	
1		1		1		1	
2		2		2		2	
3		3		3			
4		4		4			
5		5		5			
6		6		6			
7		7		7			
8		8		8			
9		9		9			
10		10		10			
Total Gas Cost: \$		Total Toll Cost: \$		Total Toll Cost: \$		Total Registration Cost: \$	

Total Receipts: \$ _____

By signing this, I confirm that I have turned in the aforementioned receipts:

Signature: _____

Date: _____

Program Manager Approval: _____ Assistant Director of Sport Clubs Approval: _____