|  |  |
| --- | --- |
| **Entertainment** | |
| Reason & Attendees | Amount |
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| **Departure/Arrival Times** | |
| **Note: Departure & return to the city of your residence** | |
| Departure |  |
| City | Tuscaloosa |
| Arrival |  |
| City |  |
|  |  |
| Departure |  |
| City |  |
| Arrival |  |
| City | Tuscaloosa |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *Travel Dates (mm/dd/yy)* |  |  |  |  |  |  |  |
|  | Sun | Mon | Tues | Wed | Thurs | Fri | Sat |
| *Breakfast Provided (Y/N)* |  |  |  |  |  |  |  |
| *Lunch Provided (Y/N)* |  |  |  |  |  |  |  |
| *Dinner Provided (Y/N)* |  |  |  |  |  |  |  |
| *\*Lodging (hotel, motel, etc.)* |  |  |  |  |  |  |  |
| *\*Airport bus/limo/taxi* |  |  |  |  |  |  |  |
| *\*Rental Car Tolls/Parking fees* |  |  |  |  |  |  |  |
| *\*Other (specify)* |  |  |  |  |  |  |  |
| *Mileage (# of miles)* |  |  |  |  |  |  |  |



**Out-of-State Travel Expense Form**

**Submit a completed hard copy of this form, along with original receipts, to Betty Dickey.**

Expense Form

|  |  |
| --- | --- |
| **Purchases** | |
| Reason | Amount |
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