



Travel Receipt Form

Name: _____

Destination: _____

Reason for Trip: _____

Travel Dates: _____

Did you book a flight through Global Travel? _____

Check all receipts being turned in:

Hotel

Airfare (Non-Global Travel)

Ground Transportation (Uber, Lyft, etc.)

Rental Car

Parking

Fuel

Other _____

Are you claiming mileage?

Starting Location _____

Ending Location _____

Round Trip? _____

Please give a list of meals you would like to claim for each day of your trip.
