

# PORCUPINE SCHOOL TRAVEL REPORT

Traveler's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Return Date: \_\_\_\_\_ Return Time: \_\_\_\_\_

Purpose of Travel:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Knowledge gained from Training:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Actual Expenses:

Air Fare: \_\_\_\_\_

Mileage (Personal Vehicle): \_\_\_\_\_ miles@ \_\_\_\_\_

Taxi, Limousine, Etc.: \_\_\_\_\_

Per Diem: Lodging \_\_\_\_\_ Nights@ \_\_\_\_\_

Meals \_\_\_\_\_ Quarters@ \_\_\_\_\_

Registration Fee: \_\_\_\_\_

Other: \_\_\_\_\_

Actual Total Cost: \$ \_\_\_\_\_

Total Travel Adv.: \$ \_\_\_\_\_

Amount Claimed: \$ \_\_\_\_\_

Amount Owed To School: \$ \_\_\_\_\_

\_\_\_\_\_  
Signature of Traveler

\_\_\_\_\_  
Date