

MEALS: List meal/date provided

	Indicate number of meals provided. Include hotel breakfast.	Dates meals were provided (i.e., 01/25, 01/26)
Breakfast		
Lunch		
Dinner		

Shared lodging? Yes or No If yes, whom? _____ Where is person employed? _____

EXPENSES PAID WITH BPC CARD:

Expense:	BPC (name & month)		Paid by Outside source
Registration Fee		\$	
Tolls		\$	
Parking Fee		\$	
Taxi/Bus/Ride Share		\$	
Baggage Fee		\$	
Other Expense: Briefly explain		\$	
		\$	
		\$	
Transportation Type:			
Airfare Airport Departure City: MHK__ MCI__ Other__			
State vehicle - Provide Number Vehicle #:	:		
Fuel for state vehicle			
Rental Car			
Fuel for Rental Car			

Please provide as much information below as possible to explain special circumstances/situations that will assist in the preparation of your voucher.
