

Chemical Sciences Travel Expense Report send to csdtravel @lbl.gov

Name	Date	Employee ID
Name of Event	Project ID & Activity Code	
Location of Event	Date of Event	

Were any personal days taken? If so, how many Dates of Personal Days _____

Will any portion of your expenses be reimbursed by another institution? Provide name of institution _____

EXPENSES

	Date	Amount
Transportation		
Parking		
Lodging		
Meals		
Registration Fees		
Misc.		

Please provide receipts for lodging, rental car, and registration as well as your airline itinerary if you arranged flights yourself. Please remember to certify your expense report as soon as you receive an email from TREX. Your expense check will be sent to the address listed in the LBNL directory.