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UNIVERSITY OF OREGON
FOUNDATION

Travel and Entertainment Log

This form is to be used with the Check Disbursement Request when paying for meals, lodging, transportation, catering, mileage (at current State rate per mile, which as of 1/2017 is $0.535), entertainment, and club membership dues. Attach original receipts unless per diem rates are used.

Payee

Description

Check one ☐ Reimbursement for personal payment, *OR* ☐ Direct payment to vendor

Double click to access the table below. If additional rows are needed, use the Insert menu, then manually expand the field by clicking and dragging down the lower edge to make sure all rows show and print appropriately.

Date	Place/City	Participants	Business purpose	# of miles	Amount
					$
					$
					$
					$
					$
					$
					$
					$
					$
					$
					$
				Total:	$ 0.00

I hereby certify the foregoing claim for expenses is true and correct. These expenses were incurred to benefit an authorized program of the University of Oregon or the University of Oregon Foundation and are not subject to payment by any other funding source, unless otherwise indicated herein. I agree to return to the Foundation, for credit to the fund charged, any payment of these expenses that may be made by any other funding source. I understand that I must return unexpended funds and/or formally report expenses for which funds are issued in advance.

Signature _____ Date _____

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