POST-TRAVEL EXPENDITURE WORKSHEET

Traveler _____

Destination _____

Office Phone _____ Home Phone _____

Hour of Departure _____AM/PM Hour of Return_____AM/PM
(from Amherst) (to Amherst)

Itemized Expenditures:		Amount to be	Amount to be paid to
Date	Description	Reimbursed	Corporate Card

TOTAL: $_____ TOTAL$ _____

Please attached all original receipts

Per Diem Rate: $50 for travel in Boston, New York City, Washington D.C., San Francisco, Baltimore, Chicago, Philadelphia and Seattle. All other cities within the US the per diem rate is $40 per day.

Mileage Rate: 55 cents per mile, effective 1/1/09