



College of Education

Date: _____
To: **Accounts Payable**
Re: **Travel**

I have exceeded the daily travel limit of \$135.00 because of the following reasons:

Hotel cost:

Meal limits:

I have attached my hotel and meal receipts for review.

Traveler _____ **Date** _____

Department Head _____ **Date** _____

Dean _____ **Date** _____

Number of meals allowed/ meals allowed	Daily maximum allowable expense (1)
3 meals breakfast/lunch/dinner	\$36.00
2 meals breakfast/lunch breakfast/dinner	\$16.00 \$27.00
lunch/dinner	\$29.00
1 meal breakfast	\$ 7.00
lunch	\$ 9.00
dinner	\$20.00

(1) Taxes and tips are allowable expenses, however, they should be included in the total expense for the meal.