



Travel/Convention Expense Report

Submit one copy of all materials to the FDC office (CH 201)

Name: _____

Date	Activity (travel, lodging, fees, etc.)	Amount
Total		
Amount of Grant		
Unexpended Funds		
Out of Pocket Costs Above Grant Amount (optional)		

Date: _____ Signature: _____

Instructions

- Please complete this form, attach receipts, and return to the FDC office within one week of returning from the convention.
- For tax purposes, the business office requires that original receipts must be submitted to the FDC office for any expenditure exceeding \$35.
- Any “Unexpended Funds” must be returned to FDC. In order to properly credit the FDC budget, please make your check payable to *Regis University*, attach to this form, and return to the FDC Secretary.
- In order to maintain records on the current costs of conventions and/or travel, FDC would appreciate information on your total costs above the amount of the grant (this information is optional).