UNIVERSITY OF OREGON FOUNDATION
TRAVEL AND ENTERTAINMENT LOG

To be used with Check Disbursement Request for meals, lodging, transportation, catering, mileage (at current State rate per mile), entertainment, and bank card charges. Attach original receipts unless per diem rates are used

Name_____

Description of Expense_____

_____

DATE	ESTABLISHMENT AND LOCATION	PARTICIPANTS	BUSINESS PURPOSE	AMOUNT

Check one:

_____ **Reimbursement for personal payment of business expense**

_____ **Direct payment to vendor**

I hereby certify the foregoing claim for expenses is true and correct. These expenses were incurred by me to benefit an authorized program of the University of Oregon or the UO 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**_____

ATTACH BEHIND COMPLETE CHECK DISBURSEMENT REQUEST