

Receipt Summary Worksheet

Traveler				Document No.:		
Item	Date	Explanation	No Receipt Amt	Receipt Amt	Acct Code	Subcode
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						
21.						
TOTAL*					GRAND TOTAL	

* I certify that travel expenses totalling \$ _____ were incurred in the conduct of official business. Receipt was not available for expenses totalling \$ _____ and do not include gratuity. All other receipts are attached.
 All claims shown above are the amounts I actually paid and I have not and will not seek reimbursement from any other source.

 Signature of Traveler

 Date