

RECEIPT SUMMARY WORKSHEET

Traveler:				Document No.:		
Item	Date	Explanation	No Receipt Amt	Receipt Amt	Account 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. Receipts were not available for expenses totalling _____. All other receipts are attached.

Signature of Traveler

Date