

TYPE NAME OF SHOW HERE

DATES

LOCATION

Expense	Detail	Amount				Total
Airfare or Mileage	Total cost, incl seat chgs	\$ -	X	1	ticket/trip	\$ -
Hotel	Cost per night	\$ -	X	1	nights	\$ -
Food & Beverages	Cost per day	\$ -	X	2	days	\$ -
Entertainment	Total amount	\$ -				\$ -
DFW Transportation	ICC to/from airport	\$ 120.00	X	1	max allowed	\$ 120.00
Transportation (taxi/car/gas)	At destination	\$ -				\$ -
Miscellaneous (gratuity; internet; etc)	Total amount	\$ 75.00	X	1		\$ 75.00
Registration		\$ -				\$ -
Booth Space	Total amount	\$ -				\$ -
Booth Furnishings	Total amount	\$ -				\$ -
Promotional Items	Total amount	\$ -				\$ -
Sponsorship (detail below)	Total	\$ -				\$ -
		\$ -				\$ -
		\$ -				\$ -
		\$ -				\$ -
		\$ -				\$ -
		\$ -				\$ -
		\$ -				\$ -
Total cost						\$ 195.00

EMPLOYEE

DATE

SUPERVISOR

DATE

ASST EXEC DIR

DATE

EXECUTIVE DIRECTOR

DATE
