

UCSB SSLEEC

Travel Meal Log

Name: _____ **Date:** _____

*Please indicate, by date, the actual amounts spent for each meal and any incidentals - **ALCOHOL IS NOT REIMBURSABLE**. For domestic travel, the maximum reimbursable amount is \$92 for every 24 hour period. Foreign travel varies depending on city and country, so please contact your travel coordinator for this information. There is no meal allowance for domestic trips under 24 hours.*

Date:	Breakfast:	Lunch:	Dinner:	Incidentals:	Daily Total:
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Grand Total: \$ _____

Traveler's Signature