

# Travel and Business Expense Form

NSF Post Digital Library Futures Workshop  
Wequassett Inn  
Chatham (Cape Cod), MA

**Name:** \_\_\_\_\_ **Social Security #:** \_\_\_\_\_

**Address:** \_\_\_\_\_

Tips, newspapers, telephone, movies, etc. are not covered.

**Saturday, June 14, 2003** (meal per diem max is \$42)

Meals (breakfast) \_\_\_\_\_ (lunch) \_\_\_\_\_ (dinner) \_\_\_\_\_

Transportation \_\_\_\_\_

Personal car mileage \_\_\_\_\_ miles x .36cents

**Sunday, June 15, 2003** (meal per diem max is \$42)

Meals (breakfast) \_\_\_\_\_ (lunch) \_\_\_\_\_ (dinner) \_\_\_\_\_

Transportation/Tolls \_\_\_\_\_

**Monday, June 16, 2003**

Meals—provided by workshop

Transportation/Tolls \_\_\_\_\_

**Tuesday, June 17, 2003**

Meals—most are provided by the workshop/Dinner \_\_\_\_\_

Transportation/Tolls \_\_\_\_\_

Airport parking \_\_\_\_\_

**Wednesday, June 18, 2003** (meal per diem max is \$42)

Meals (breakfast) \_\_\_\_\_ (lunch) \_\_\_\_\_ (dinner) \_\_\_\_\_

Transportation/Tolls \_\_\_\_\_

Airport parking \_\_\_\_\_

Personal car mileage \_\_\_\_\_ miles x .36 cents

Please send your airline stub, this sheet, with all receipts in the return envelope provided.  
Thank you.