

Conference:								
Location:								
Dates:								
	1/1/01	1/1/01	1/1/01	1/1/01	1/1/01	1/1/01	Estimated Expenses	Actual Expenses
Meals (Per Diem)								
Breakfast								
Lunch								
Dinner								
Subtotal								
Less Meals Provided by Conference								
Total								
Lodging								
Transportation								
Airfare								
Ground Transportation								
Airport Parking								
Taxi, Uber, Lyft...								
Mileage*								
Personal car (no UGA vehicle was available)								
Personal car (UGA vehicle was available) per mile								
* Detailed instructions for booking a UGA vehicle here: https://rx.uga.edu/departments/administrative-offices/business-affairs/								
*CoP Booking Site: https://cop-vehicle.brickhost.com/Web/								
Other								
Miscellaneous Expenses								
Registration								
TOTAL								