

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