

**UNIVERSITY OF OREGON FOUNDATION
TRAVEL & ENTERTAINMENT LOG**

To be used with Check Disbursement Request for meals, lodging, transportation, catering, mileage (at current State rate per mile), entertainment, and bank credit card charges. Attach original receipts unless per diem rates are used.

Payee: _____

Description: _____

Dates	Business Name & City	Participants	Business Purpose	Amount	GL#
TOTAL					

Check one:

- Reimbursement for personal payment
- Direct payment to vendor

I hereby certify the foregoing claim for expenses is true and correct. These expenses were incurred to benefit an authorized program of the University of Oregon or the UO Foundation and are not subject to payment by any other funding source, unless otherwise indicated herein. I agree to return to the Foundation, for credit to the fund charged, any payment of these expenses that may be made by any other funding source. I understand that I must return unexpended funds and/or formally report expenses for which funds are issued in advance.

SIGNATURE _____

DATE _____

ATTACH BEHIND COMPLETED CHECK DISBURSEMENT REQUEST