DATE: August 26, 2014

TO: Katy Goodman

FROM: (your name)

RE: (destination, dates)

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Expense/Description | USD | (alt. currency) |
| *Travel/Transportation* |
| *8/26/15* | *Train/taxi/bus/shuttle from (where) to (where)*  | *15.00* |  |
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|  |  |  |  |
| *Meals* |
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| *Lodging* |
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|  |  |  |  |
|  |  |  |  |
| *Other Expenses* |
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Any funding or other notes: