

**THE UNIVERSITY OF TENNESSEE
TRAVEL PACKAGE ITEMIZATION**

This form must be used when it is not possible to obtain an itemized receipt or statement when a travel package is used for a trip. The form must be complete to reflect all expenses covered in the travel package.

EMPLOYEE NAME: _____

EMPLOYEE ID: _____

TRIP NUMBER: _____

DATES OF TRAVEL: _____

Items covered in the package and cost for each:

TRANSPORTATION: _____

LODGING: _____

AUTOMOBILE RENTAL: _____

OTHER: _____

OTHER: _____

NUMBER OF NIGHTS: _____

NUMBER OF DAYS: _____

EXPLANATION: _____

EXPLANATION: _____

TOTAL COST OF PACKAGE: _____

TRAVELER'S SIGNATURE

Date