

**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 _____ Number of Nights _____
Food _____ Number of Days _____
Automobile Rental _____
Other _____ Explanation: _____
Other _____ Explanation: _____

Total Cost of Package _____

Traveler's Signature

Date