# Travel Expense Report

## National Optical Astronomy Observatory

Operated by Aura, Inc. under Cooperative Agreement with the National Science Foundation

## Statement of Expenses Incurred Traveling on Official Business

### Description | Month / Date | Total
--- | --- | ---
A. Lodging | | |
B. Meals and Incidentals | | |
C. Airfare | | |
D. Auto Rental | | |
E. Taxi/Limousine | | |
F. Mileage/Personal Auto ($0.565/mile) | | |
G. Parking | | |
H. Communication | | |
I. Conference Expense | | |
J. Other | | |
K. Items With No Receipt | | |

**Total**

## Expenses to Be Paid Directly by NOAO

- **Auto**: $______
- **Airfare**: $______
- **Hotel**: $______
- **Other**: $______

**Advance for Trip**

**Amount Due Aura**

**Amount Due Traveller**

**Unused Ticket for Redemption Attached**

- **Yes**
- **No**

**Final Report and Clear All Encumbrances?**

- **Yes**
- **No**

I hereby certify that all expenditures listed hereon are true and correct and were necessary to accomplish the objectives of the trip.

**Signature**

**Date**

## Accounting Copy

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Amount</th>
</tr>
</thead>
</table>

## Approval Signature

<table>
<thead>
<tr>
<th>Dept. Head</th>
<th>Program Director</th>
<th>Business Office</th>
<th>Director</th>
</tr>
</thead>
</table>


GSA Website: [http://www.gsa.gov/portal/category/21287](http://www.gsa.gov/portal/category/21287)