

Guam Community College
Trip Reimbursement Detail (Supplemental) Form

NOTE: Travelers who claim actual expenditures rather than per diem must provide information in the following format. The traveler must also attach receipt on all expenditures over \$15.

DESCRIPTION OF ITEM CLAIMED (Enter dates at right)	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	TOTAL
Breakfast									
Lunch									
Dinner									
Rental Cars and Local									
Lodging									
Phone (Business Calls)									
Conference or Meeting Fees									
Justified Business Center Services									
Other (specify)									
a)									
b)									
c)									
d)									
TOTAL:									
Traveler's Name:				Signature:					