

APRIL 2020

Business Travel Expenses

| PURPOSE / DATES | LOCATION | TRAVELER | ACCOMMODATIONS | TRANSPORTATION | MEALS AND INCIDENTALS | TOTAL |
|-----------------|----------|----------|----------------|----------------|-----------------------|-------|
| TOTAL | | | | | | |

Hospitality Expenses

| Description | DATE | PURPOSE | LOCATION | NUMBER OF ATTENDEES | VENDOR | AMOUNT |
|-------------|------|---------|----------|---------------------|--------|--------|
| TOTAL | | | | | | |