New Paltz
STATE UNIVERSITY OF NEW YORK

# TRAVEL EXPENSE
## DETAIL SHEET

Requisition #

Name

Sheet #

**USE THIS FORM ONLY WHEN ADDITIONAL SPACE IS REQUIRED TO SUBMIT ALL NECESSARY INFORMATION**

| Date | Time | | Destination, Purpose, Item of Expenditure, ETC | Amount |
|---|---|---|---|---|
| | Departure | Arrival | | |
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**ANY AMOUNT ON THIS SHEET MUST BE SUMMARIZED IN PERTINENT AREAS ON TRAVEL EXPENSE REPORT**