**UMass Amherst Travel Form – Summary of Expenses**

Traveler’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Today’s Date:\_\_\_\_\_\_\_\_\_\_\_

Traveler’s Contact email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dates of Travel** / Departure Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Return Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Destination**/City:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State:\_\_\_\_\_\_\_\_\_\_\_\_\_Country\*:\_\_\_\_\_\_\_\_

**\*** Purpose of trip:\_\_\_\_\_Attend the NSF Workshop on Cloud Economics at Stanford University\_\_

See<https://umass-sustainablecomputinglab.github.io/nsfw/> for detailed information.

**EXPENSES**   **Notes**

Airfare: $\_\_\_\_\_\_\_\_\_\_\_\_\_

Hotel: $\_\_\_\_\_\_\_\_\_\_\_\_\_

Taxis/Uber/Lyft: $\_\_\_\_\_\_\_\_\_\_\_\_\_

Parking/Tolls: $\_\_\_\_\_\_\_\_\_\_\_\_\_

Car Rental: $\_\_\_\_\_\_\_\_\_\_\_\_\_

Gas for Rental Car (if renting): $\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total:** $\_\_\_\_\_\_\_\_\_\_\_\_\_

Mileage (if driving): \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Meals were provided by the workshop on 5/16 (Breakfast, Lunch, and Dinner) and 5/17 (Breakfast and Lunch). Attendees receive the GSA per diem rate for Palo Alto, CA for Meals and Incidental Expenses (MI&E) for their travel dates, not including the meals provided by the workshop.**

**ATTACH *ORIGINAL* PAID RECEIPTS FOR AIRFARE, HOTEL, TAXIS/UBER/LYFT, PARKING/TOLLS, CAR RENTAL (if applicable), and GAS FOR RENTAL CAR (if applicable).**