**Transportation Log**

**Traveler’s Name:**

**Instructions/Policies:**

* **Please use this sheet to log your daily transportation expenses including taxi, shuttle, bus, train, and ferry. (Do not include rental car expenses)**
* **Please list each individual transportation expense on its own line.**
* **Original receipts showing proof of payment are required for any expenses of $75 or more.**

**For our Travel Policy Overview click** [**here**](http://www.accounting.uci.edu/travel/before/policy-highlights.html)**.**

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| **Date** | **Expense Location****(City, State, Country)** | **Transportation Type** | **Expense Amount** |
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