

Explanation of Shared Hotel Costs

The traveler chose to share a hotel room with other travelers attending the conference. The hotel bill was split equitably among the travelers, each paying their share. The room reimbursement cost reflects only the costs of the hotel and related taxes. It does not reflect any extra charges such as meals, movies, etc.

Listed below are the people that shared the room, their institution, share of the bill, amount they are filing for reimbursement and who will be reimbursing them.

Name _____

Institute (UFID if applicable)-

Share of the bill –

Amount you will submit for reimbursement –

Who you will be filing for reimbursement with

Travelers' Signature (Date)

Name _____

Institute (UFID if applicable)-

Share of the bill –

Amount you will submit for reimbursement –

Who you will be filing for reimbursement with

Travelers' Signature (Date)

(Continue on second sheet of paper if applicable)