

Maricopa County Community College District
International Travel Ground Transportation Documentation Log

Per the Administrative Regulations on travel, receipts are required for ground transportation when more than \$25 is expended . In the event that receipts are not available for ground transportation while traveling abroad, the International Travel Ground Transportation Documentation Log must be completed.

NOTE: This form does not replace the receipt requirement; rather is a tool to support expenses for which the traveler is unable to secure appropriate proof of payment documentation.

Name of Traveler:	Travel Authorization T#:
Travel Destination:	Purpose of Travel:

Date (MMDDYY)	Transport from:	Transport to:	Fare Paid (List in foreign currency and USD conversion)	Purpose for Ground Transport	Receipt Attached? (Y or N)	Does fare include transport for other travelers? Please identify	Additional Comments

All items of expense included in this log were necessary in discharging the official business of the Maricopa Community College District; the transportation identified have actually been used on the dates specified and the expenses have been paid by me.

I declare under the penalties of perjury that this log has been completed by me and to the best of my knowledge and belief is a true, correct, and valid claim.

_____ (Signature/Claimant)