

UMCP Expense Statement

Is the individual on UMCP Payroll at the
time of reimbursement?

Date: 3/14/2022

☒ Yes ☐ No ☐ Student

KFS Account Number (if known)	Social Security Number*	First Name	Last Name
	215-47-7347	Gregory	Morton

*SSN MUST be provided. If not applicable, please provide immigration status with visa and passport number.

Home Address: 2501 Saint Josephs Dr Home/Cell Phone: 301-646-1149
Work Phone: 301-646-1149
E-mail Address: gregorymorton96@gmail.com

Purpose of Travel: NICAR 2022 Conference

Expenses

Date (mm/dd/yy)	03/02/22	03/03/22	03/04/22	03/05/22	03/06/22		
Breakfast*		5.39		3.81			
Lunch*		\$13.07	\$15	\$15			
Dinner*	\$26		\$3.21				
Lodging							
Taxi/Metro/Bus	\$6			\$6	\$35.35		
Air/Rail							
Auto Rental							
Parking Fees							
Registration Fees		\$70					
Other:							
Other:							
Other:							
Total							

*It is the general policy of the college that meals will not be reimbursed; however, when an exception has been made, payouts will not exceed current per diem rates.

Itinerary

Date (mm/dd/yy)	03/02/22	03/06/22	03/06/22	03/06/22	03/06/22	03/06/22	03/06/22
Start Time							
End Time							
From							
To							

I certify that I incurred the above expenses while advancing the mission of the Philip Merrill College of Journalism and that they have not and will not be submitted to any other entity for payment.

3/14/2022

Traveler's Signature

Date