

## QuarkNet Travel Expense Report

Please attach receipts for all expenses -- ground transportation such as Uber, luggage checking fees, parking lot fees at your home airport, tolls, etc. -- but **not** for directly-billed items such hotels or flights ticketed by UND, and **not** food receipts because you have a blanket per diem. A mileage reimbursement will be included

Traveler's Name: **Peter Apps**

Home Address: **2780 Retsof Ave, PO Box 267, Retsof NY 14539**

Travel Dates: 7/11/24 - 7/20/24	Signature:
<b>Receipts</b> (Please <input type="checkbox"/> which you are including.)	
<input type="checkbox"/>	Ground Transportation (taxi/Uber, limo if not directly billed, bus, train)
<input type="checkbox"/>	Parking
<input type="checkbox"/>	Gas for Rental Car
<input type="checkbox"/>	Tolls
<input type="checkbox"/>	Luggage charges Miscellaneous (please describe):
<b>If you drove your personal vehicle:</b>	
Starting point + date: <b>2780 Retsof Ave, Retsof NY 14539 on 7/11/24</b>	
Endpoint + date: <b>1200 Brooks Ave, Rochester, NY 14624 on 7/20/24</b>	
Starting point + date: <b>1200 Brooks Ave, Rochester, NY 14624 on 7/20/24</b>	
Endpoint + date: <b>2780 Retsof Ave, Retsof NY 14539 on 7/20/24</b>	
<b>Additional information should be included on the back of this page.</b>	

Please **either**:

1. email a scan of this form and all receipt to [zakas.1@nd.edu](mailto:zakas.1@nd.edu), **or**

2. fill out the physical form, then mail it plus receipts to:

Anne Zakas

QuarkNet

101 Reyniers Life Building

Notre Dame, IN 46556

Thank you!