



**Stony Brook University**  
**Reimbursement for Out-of-Pocket Athletic Travel Recruiting Expenses**  
**Addendum to Travel Voucher**

Part I: Payee Information			
<b>Name:</b>	Last	First	Middle
			Telephone: (required)

Part II: Record of Expenses						
	Date: (mm/dd/yy)					<b>Subtotals</b>
	Destination: (state)					
<b>M E A L</b>	Per Diem: (city, county)					
	Breakfast:					
	Dinner:					
<b>L O D G E</b>	Per Diem: (city, county)					
	Method I: Relatives/Friends (includes lodging & meals)					
	Method II: Hotel (indicate Visa or Out of Pocket)					
<b>Total Out of Pocket Expenses:</b>						

Part III: List items paid on Citibank Visa corporate card below:

Part IV: Affirmation
I certify that the expenditures listed above were incurred by me while on official University business, are accurate and that I am not requesting reimbursement from any other source.
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Payee's Signature</b> </div> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Date</b> </div> </div>