Form CUBO 301b
Rev. 3-17-2000

TRAVEL LOG

Form CUBO 470a

SPECIAL PAY FOR NON-OVERNIGHT MEALS ONLY

DEPT#	EMPLOYEE ID NUMBER	PAY GROUP	NAME: FIRST LAST

FUND	Program	Acct #	Dept	Sub-class	Project	**NOM** **NOM** **NOM** WORK CODE	AMOUNT NON-OVERNIGHT MEALS

ACCOUNT NUMBER(S) TO BE CHARGED
I certify the expenses listed herein were incurred and paid in the performance of my official duties; and this claim is true and correct in every material matter and conforms with the requirements of the State laws, rules and regulations.

DATE	SIGNATURE OF PAYEE	DATE APPROVED - DEPT HEAD	DATE APPROVED - DEAN OR DIRECTOR

DEPARTURE		RETURN		MAJOR POINTS VISITED/ DUTIES PERFORMED/ OTHER EXPENSE ITEMS	LODGING	OVERNIGHT & NON OVERNIGHT BUSINESS MEALS	NON OVERNIGHT	OTHER BUSINESS	AUTO MILES
DATE	TIME AM/PM	DATE	TIME AM/PM						
TOTAL FOR EACH COLUMN					S	S	S	S	

The Travel Log Form (CUBO 3 0 lb) is a supplement to the Travel Voucher Form (CUBO 3 0 1).
1. Please enter the total for each Travel Log column, except non-overnight meals, on the Travel Voucher. Attach a copy of the Travel Log to the Travel Voucher Form CUBO 3 0 1.
2. Non business, non-overnight (object class 6002 or 601 1) will be paid by completing the Special Pay form at the top of the Travel Log. The completed form should be sent through administrative channels to Payroll/Benefits; Administrative Services Bldg for processing through the normal payroll cycle.
3. Business related non-overnight meals must be supported by required documentation.
Original: Payroll