Form CUBS 301b
Rev. 5-27-2004

TRAVEL LOG

Form CUBS 470a

SPECIAL PAY FOR NON-OVERNIGHT MEALS ONLY

DEPT # | EMPLOYEE ID NUMBER | PAY GROUP | NAME: FIRST LAST

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

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	AM TIME PM	DATE	AM TIME PM						
TOTAL FOR EACH COLUMN					$	$	$	$	

The Travel Log Form (CUBO 301b) is a supplement to the Travel Voucher Form (CUBO 301).

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 301.
2. Non business, non-overnight (object class 6002 or 6011) 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