

JACK KENT COOKE



FOUNDATION

Conference and Travel Stipend Expense Report

First Name:

Last Name:

Name of conference:

Travel location:

Date:

By signing this form, I certify that the information provided herein is true and accurate.

Scholar, please type your name to sign this form.

Signature:

The Cooke Foundation was pleased to provide you with funds to attend a conference and/or to travel. As a requirement of receiving those funds, please complete this expense report form and provide receipts for all expenses that you are claiming on this form.

Item	Total	Description
Transportation		
Lodging		
Food/Meals		
Conference Registration		
Other		
Total		

The total in the chart should match the total amount provided by the Foundation. You will be required to return any funds that were not spent or are not accounted for on this expense form. Please contact scholars@jkcf.org with any questions.

Program Manager Approval:

Date: