

Conference and Travel Stipend Expense Report

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.

Instructions for Completing the Expense Report

For the per diem categories, you are given a daily allowance of \$25 per day for local transportation (buses, Lyft, etc.) and \$60 per day for meals. **Daily allowances will only be approved for the days that were stated in your application.** If your travel was shortened, please only include the allowance for the days you actually traveled. Please enter the number of days for each item. **You do not need to provide receipts for daily local transportation and meals**.

Item	Number of Days	Per Diem	Total
Local Transportation (public, taxi, Uber, Lyft)			
Meals			
Subtotal 1			

For the other categories (transportation, lodging, conference fees, etc.), please list the cost of the expenses below and provide itemized receipts for each item. Airline, conference, and lodging receipts must be in your name. If you traveled by car, please provide a route map to document your mileage. Multiply the total miles by the rate of \$0.39 per mile. Please note that JKCF does not accept gas receipts. Please upload this completed form and all your receipts to the **Outcomes Report.**

Item	Amount	Description
Transportation		
(to/from airport, airfare, train, mileage)		
Lodging		
Conference Registration		
Other		
Subtotal 2		
Total		

Any expenses that exceed the total approved in your application will not be covered by the Foundation. You are required to return funds that were not spent or are not accounted for on this expense form if that amount is greater than \$20. Please contact scholars@jkcf.org with any questions.

First Name:
Last Name:
Name of Conference:
Travel Location:
Dates of Travel:
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:
Signature:
Signature: To be completed by JKCF staff:
To be completed by JKCF staff: