

ENVIRONMENTAL LAW INSTITUTE

Expense and Travel Reimbursement Report

Name: _____

Mailing Address: _____

Organization: _____ Date: _____

For the period from _____ to _____ Locations (*city, state*): _____

	To be completed by non ELI Traveler	To be completed by ELI
Expenses <i>(attach all receipts or provide explanation below if receipt is not available)</i>	Total Expenses	Project Code 0626-01
Airfare		
Other Travel (for Mileage, see below)		
Other (identify):		
Mileage: ____ miles @ 48.5 cents/mile (please attach a printed itinerary)		
TOTAL Expenses Incurred		

Signature: _____ Date: _____

To be completed by ELI:

Program Director: _____ Date: _____

Manager of Grants & Contracts: _____ Date: _____

Mail with copies of Receipts and Documentation by August 1, 2007 to:

Amanda Martin

Environmental Law Institute
2000 L Street NW, Suite 620
Washington, DC 20036