

Travel and Business Expense Form
Middle East Digital Library Workshop
Alexandria, Egypt

Travel Dates: January _____ - _____, **2006**

Name: _____

Address: _____ **Social Security #:** _____

Phone: _____ **(office or home)**

Tips, newspapers, telephone, movies, etc. are not covered.

Saturday, January 14, 2006

Meals (Breakfast) _____ (Lunch) _____ (Dinner) _____

Airline Ticket Cost _____

Ground Transportation

From Your home/office to Your Airport _____

From Egypt Airport to Egypt Hotel _____

Telephone/Internet Fees _____

Hotel _____

Sunday, January 15, 2006

Meals (Breakfast) _____ (Lunch) _____ (Dinner) - reception provided by workshop

Telephone/Internet Fees _____

Hotel _____

Monday, January 16, 2006

Meals – (were provided by the workshop)

Telephone/Internet Fees _____

Hotel _____

Tuesday, January 17, 2006

Meals (Breakfast/Lunch were provided) _____ (Dinner) _____

Telephone/Internet Fees _____

Ground Transportation

From Egypt Hotel to Egypt Airport _____

From Your Airport to Your home/office _____

Airport parking _____

(For some: Hotel _____)

Wednesday, January 18, 2006

Meals (breakfast) _____ (Lunch) _____ (Dinner) _____

Ground Transportation

From Egypt Hotel to Egypt Airport _____

From Your Airport to Your home/office _____

Airport parking _____

Please list the currency used. If it is in US dollars, please indicate USD by the amount. If it is Egyptian pounds, please indicate EGP by the amount. We will do the conversion. Then, please send all receipts (including your airline ticket stub) and this form to:

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