



ITEMIZATION REPORT FOR:

All Travel, Including Transportation, Meals and Lodging

Recordkeeping Requirement: For an expenditure of \$50 or more for travel, including meals in connection with the travel, the committee records must include a memorandum containing all of the information that must be reported and the names of all individuals for whom the payment was made. The “memorandum” may be handwritten on a credit card charge receipt, invoice for the travel payment, or the restaurant or credit card charge receipt for the meal.

Please fill out the following for each receipt submitted:

1. Receipt/Invoice vendor: _____
2. Amount: \$ _____
3. The date(s) of the travel: _____
4. A description of the political, legislative or governmental purpose for the goods or services paid for: _____

5. The number of individuals for whom the expenditure was made: _____
6. List the names of individuals who were the beneficiary(ies) of the travel, include the candidate or members of the candidate’s household (spouse, partner, dependent child), or an individual with the authority to approve committee expenditures:

7. List the names of any other individuals who were the beneficiary(ies) of the travel (include additional list if necessary): _____

**PLEASE INCLUDE THIS FORM WITH EACH RECEIPT SUBMITTED THAT QUALIFIES AS:
All Travel, Including Transportation, Meals and Lodging**