

**TRAVEL MANUAL**  
**August 9, 2001**

**ATTACHMENT D-4**

**TRAVEL BILLED TO THIRD PARTY**

To: <b>Travel Accounting – MS-47</b>	Date:
From:	Phone #:

Traveler's Name:	Project/Task #:
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Party to be Billed (include address):
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Amount to be Billed: \$
Itemize below if the total amount noted above is different from the TES's total expenses:

Checklist of Documents to be Attached:
<input type="checkbox"/> Copy of TAR
<input type="checkbox"/> Copy of TES
<input type="checkbox"/> Original Receipts for
<input type="checkbox"/> Original Non-Employee Expense Voucher (if required by party to be billed)
<input type="checkbox"/> Other