|  |  |  |
| --- | --- | --- |
| Name of Committee | |  |
|  | |  |
| Dates of Travel | |  |
| Amount | |  |
| Vendor | |  |
| Purpose | |  |
|  |  | |
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***Recordkeeping Requirement****:* For an expenditure of $25 or more for travel, including meals and activities in connection with the travel, the committee records must include a memorandum containing all of the information that must be reported (set out below) and the names of all individuals for whom the payment was made. The “memorandum” may be hand-written on a credit card charge receipt, invoice for the travel payment, or receipt from the vendor.

***Reporting Requirement****:* For an expenditure of $100 or more for a payment for travel, the committee report must include:

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List names of individuals who participated in the travel; include the Candidate or members of the candidate’s household (spouse, partner, dependent child or parent who lives with the candidate), or an individual with the authority to approve committee expenditures;