

STATE OF OREGON
Voluntary Report of Travel Awards
Accepted While Conducting State Business

AGENCY: _____

Date: _____

Division: _____

Report from: ___/___/20___ to
 ___/___/20___

Please use multiple reports for each airline that you have accepted travel awards while on State business.

Name of Traveler: _____

Work Section: _____

Name of Airline: _____

Frequent Flyer Account #: _____

AIRLINE AWARDS EARNED/USED

State Travel Awards Previous Balance: _____

Adjustments From Previous Reports: _____

*Explanation

Awards *Earned* During Period: (+) _____

Awards *Used* During Period: (-) _____

Awards Lapsed/Expired: _____

State Travel Awards Ending Balance: (=) _____

OTHER AWARDS ACCEPTED

Program	Beginning Balance	Awards Earned	Awards Used, Adjusted or Expired	Ending Balance