

TRAVEL EXPENSE REPORT
(Proper Documentation Required)

NAME				DEPARTMENT				FROM	AM	THROUGH	AM
								PM			PM
TRIP TO				TRIP PURPOSE				CONFERENCE NAME			
DATE	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTAL			
BREAKFAST											
LUNCH											
DINNER											
SUBTOTAL											
LODGING <small>(Check box if conference site)</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
AIRFARE											
PARKING/TOLLS											
LOCAL FARE <small>(Taxi, shuttle, etc.)</small>											
ENTERTAINMENT*											
MISCELLANEOUS <small>(Itemized)</small>											
MILEAGE**@ .43 PER MILE											
GRAND TOTAL DAILY EXPENSES											Grand Total
**Mileage Explanation FROM TO TO	**Total Miles	**Total Miles	**Total Miles	**Total Miles	**Total Miles	**Total Miles	**Total Miles	**Total Miles	**Total Miles	**Total Miles	**Total Miles
* Detail of Entertainment Expenses	No. Entertained	No. Entertained	No. Entertained	No. Entertained	No. Entertained	No. Entertained	No. Entertained	No. Entertained	No. Entertained	No. Entertained	No. Entertained
Purpose of Entertainment Expense											
CASH SUMMARY						BUDGET DISTRIBUTION					
Grand Total of Expenses: _____			Account Number: _____			Amount: \$ _____					
Less Cash Advance: _____			Account Number: _____			Amount: \$ _____					
Balance Due Requestor: _____			Account Number: _____			Amount: \$ _____					
Balance Due University: _____			Cashier's Receipt Number: _____								
Balance Carried Forward: _____											
AUTHORIZATIONS											
Requestor's Signature _____ Date: _____									Mail Reimbursement To:		
Departmental Signature <small>(Individual w/ budget control)</small> _____ Date: _____											
VP's or Dean's Signature: _____ Date: _____											
<small>(Required when expenses are > \$1,000 OR if ANY expense exceeds policy maximum OR if entertainment expenses are incurred.)</small>											