## EXPENSE REPORT

### Employee: ________________________________

### Dept #: ________________________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Place</th>
<th>Car Mileage</th>
<th>Parking, Tolls</th>
<th>Public Trans</th>
<th>Lodging</th>
<th>Meals</th>
<th>Misc</th>
<th>Purpose of Trip, Comments</th>
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### TOTAL MILES

- @ 53.5¢ PER MILE

- TOTAL

- ACCOUNT DISTRIBUTION

- BUSINESS OFFICE USE ONLY

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Employee Signature ________________________________ Approved by ________________________________

### INSTRUCTIONS

**Date:** Enter date expense was incurred.

**Place:** Enter place & city where expense was incurred, restaurant or business name

**Car Mileage:** Mileage of personal car. Mileage must exclude commute to University. (FOR FACULTY)

**Public Trans:** Record air or bus fare. Attach copy of ticket. (FOR UNIVERSITY)

**Lodging:** Record cost of hotel/motel room, plus tax, only. Record other charges in appropriate column.

**Meals/Ent:** Include in comments - business purpose of meal and those in attendance. Use back if necessary.

**Misc:** Include G/L account and detail (incl. registration expense) of expense in comments. Use back if necessary.

**ATTACH ORIGINAL DETAILED RECEIPTS**

**ATTACH APPROVED REQUEST FOR REIMBURSEMENT OF PROFESSIONAL TRAVEL EXPENSES**

**CREDIT CARD INPUT TOTAL ABOVE**

**IF THIS REPORT INCLUDES UNIVERSITY PAID ITEMS (ADVANCE OR UNIVERSITY)**

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12/14/2016