MUSKINGUM
UNIVERSITY

EXPENSE REPORT

Employee: _____
Dept #: _____

DATE MO/DAY/YR	PLACE	CAR MILEAGE NO. OF MILES	PARKING, TOLLS TAXI, RENTAL	PUBLIC TRANS.	LODGING	MEALS ENTERTAINMENT	MISC.	PURPOSE OF TRIP, COMMENTS *(SEE INSTRUCTIONS BELOW)*
	TOTAL MILES	-						
	@ 72.5¢ PER MILE	-						
	TOTAL	-	-	-	-	-	-	- GRAND TOTAL
	ACCOUNT DISTRIBUTION				52202	52201		*LESS: ADVANCES/PAID BY*
	(BUSINESS OFFICE USE ONLY)				-	-	-	*UNIVERSITY (1)*
								- **TO BE REIMBURSED TO EMPLOYEE**

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.

Public Trans: Record air or bus fare. Attach copy of ticket. **(1)**

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 attendence. 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 (FOR FACULTY)

IF THIS REPORT INCLUDES UNIVERSITY PAID ITEMS (ADVANCE OR UNIVERSITY CREDIT CARD) INPUT TOTAL ABOVE