

	UNIVERSITY							Dept #:
DATE	PLACE	CAR MILEAGE	PARKING, TOLLS	PUBLIC	LODGING	MEALS	MISC.	PURPOSE OF TRIP, COMMENTS
MO/DAY/YR		NO. OF MILES	TAXI, RENTAL	TRANS.		ENTERTAINMENT		(SEE INSTRUCTIONS BELOW)
	TOTAL MILES	-						
	@ 67¢ PER MILE	-						
ı	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
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(1)

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.

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)

Employee:

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