

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		-						
@ 65.5¢ 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.  
 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 (FOR FACULTY)
- (1) IF THIS REPORT INCLUDES UNIVERSITY PAID ITEMS (ADVANCE OR UNIVERSITY CREDIT CARD) INPUT TOTAL ABOVE