

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	-							
@ 56¢ PER MILE	-							
TOTAL	-	-	-	-	-	-	-	-
ACCOUNT DISTRIBUTION (BUSINESS OFFICE USE ONLY)				52202	52201			
				-	-	-	-	-

GRAND TOTAL  
LESS: ADVANCES/PAID BY  
UNIVERSITY (1)  
TO BE REIMBURSED TO EMPLOYEE

Employee Signature \_\_\_\_\_ Approved by \_\_\_\_\_

- INSTRUCTIONS**
- Date: Enter date expense was incurred.  ATTACH ORIGINAL DETAILED RECEIPTS
  - Place: Enter place & city where expense was incurred, restaurant or business name.  ATTACH APPROVED REQUEST FOR REIMBURSEMENT OF PROFESSIONAL TRAVEL EXPENSES (FOR FACULTY)
  - Car Mileage: Mileage of personal car. Mileage must exclude commute to University. (1) **IF THIS REPORT INCLUDES UNIVERSITY PAID ITEMS (ADVANCE OR UNIVERSITY CREDIT CARD) INPUT TOTAL ABOVE**
  - 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.