

Business and Finance Travel Expense Report

T Number: _____ Person incurring travel expense: _____

Org Number: _____ Destination or cities visited: _____

City #1 Departure Date/Time: _____ City #2 Departure Date/Time: _____

City #1 Return Date/Time: _____ City #2 Return Date/Time: _____

Type of Expense	Prepaid Expense	PCard/GET Card Payment	Amount to be Reimbursed	Notes
Airfare				
Taxi				
Registration Fee				
Rental Car				
Lodging				
Internet Access				
Parking and Tolls				
Business Meal:				
Other:				
Other:				
Other:				
Other:				
Mileage: # of miles				
0.56 per mile Total:				
Total				

*If submitting mileage, please remember to include a mileage log (including date, business purpose, odometer readings, & destination) or other supporting documentation to document mileage distance of trip (e.g. MapQuest).

Per Diem Calculation

Destination City Use an "X" for each meal provided by the conference

Use a "check" for each meal to be reimbursed via per diem

\$ _____ /day Use a "B" for any business meal to be reimbursed; receipts and a list of attendees required

*Meal will not be reimbursed if included in conference registration, hotel room rate, or replaced by a business meal.

per diem %	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Total
Breakfast 25%								
Lunch 25%								
Dinner 50%								
Total								

Total Amount to be Reimbursed _____