

Travel and Expense Report

*Traveler: _____

*Employee ID: _____

*Destination: _____

*Depart Date: _____ *Depart Time: _____ am/pm

*Return Date: _____ *Return Time: _____ am/pm

*Travel Authorization # _____

*Description of Travel _____



***Business Purpose:**

***Individual Status:**

Non travel

_____ books & reference materials
 _____ business meeting expense
 _____ office supplies
 consumable nonconsumable
 _____ registration fee
 _____ other expenses (specify) _____

Travel

_____ Attend meeting
 _____ Fund Raising
 _____ Lecture/Teach Course
 _____ Negotiate Contract
 _____ Other/Specify
 _____ Participate/Officiate Event

_____ Perform Research
 _____ Present Original Research Paper
 _____ Prospective Employee
 _____ Recruit Prospective Employee/Student
 _____ Serve as Expert Witness
 _____ Site or Field Visit

_____ Athletic
 _____ general
 _____ recruiting
 _____ team
 _____ prospective employee
 _____ student/ non employee
 _____ employee

Note: "Other" Non-travel expenses that exceed \$100 or require special approvals must be submitted as a requisition directly to Purchasing.

***Travel Expense paid by VPBA travel card**

Rental Car _____ Lodging _____ Airfare _____



Out of Pocket Expenses

Non Travel			Travel			
*Date of Expense	*Cost Center / Project #	*Amount:	*Date of Expense	*Cost Center / Project #	Expense Type:	*Amount
_____	_____	_____	_____	_____	Mileage (attach mileage report, MapQuest/Google estimated miles, or odometer readings)	_____
_____	_____	_____	_____	_____	total miles _____ X rate _____	_____
_____	_____	_____	_____	_____	Meals (accumulative total meals)	_____
_____	_____	_____	_____	_____	Incidental expense (specify) _____	_____
_____	_____	_____	_____	_____	Incidental expense (specify) _____	_____
_____	_____	_____	_____	_____	Student travel (attach list of students/group)	_____
		Total _____				Total _____

Please note: Original itemized receipts must be submitted. / Official Occasion Expense Forms must be attached when applicable.



Prepared by: _____

*Supervisor's Signature: _____

*Traveler's Signature _____
Date _____

*Budget Head/Dean _____
Signature _____ Date _____



Travelers must be aware of all travel guidelines