

TRAVEL EXPENSE REPORT FORM INSTRUCTIONS

Travel Expense Report Forms need to be submitted to the Business Office following the return of any person travelling on behalf of the University, who is seeking reimbursement for expenses related to travel or has incurred expenses related to travel. If a travel advance was issued, these reports must be received in the Business Office no later than five business days after the return date of the trip with all receipts attached. For any further questions on travel reports or travel advances, please contact the Business Office or check the Business Office website.

Complete Travel Expense Reports as follows:

1. Travel Expense Voucher of – Place full legal name here.
2. Date Submitted – Date report filled out and send to Business Office
3. Purpose, Dates, and Locations of Travel – list information pertinent to University Travel of the individual seeking reimbursement.
4. List expenses which were incurred in the course of travel individually or that were incurred for the purpose of the trip in question. Some examples of charges related to the purpose of travel would be registration fees or up-front payment on hotel reservations. List all the information associated with each expense such as dates, descriptions, and a breakdown into the category that the expense applies to, such as, lodging, meals, or transportation.
5. Total All Expenses.
6. Subtract any expenses that were paid with a University credit card.
7. List the amount of reimbursable expenses left for this report after subtracting anything paid by University credit card.
8. Subtract any cash advances received in connection with this travel.
9. List the amount owed to the individual or the amount needed to be refunded to the University.
10. If reimbursement is requested, check the method of reimbursement preferred (pick up, campus mail, or U.S. Mail).
11. Attach ALL invoices and receipts for all expenses. For items over \$25, a receipt must be submitted. For items under \$25, receipts should be submitted but if one is not available, a list of any items under \$25 with amounts, dates, and descriptions must be included with the report. If receipts are not submitted for any items, there could be possible tax consequences to the individual. If Per Diem Rates are used, no receipts are required. However, any reimbursement over allowable Federal Per Diem Rates would be treated as taxable income.
12. Certify the form with the signature of the traveler, and the authorized signature of the person approving the travel. Note: Authorized signatures must be those of supervisors or person's with the equivalent or higher level of authority than the traveler and have the authority to authorize payment for travel reimbursement.
13. Fill in the departmental account number.
14. Submit the report to the Business Office (with payment if any money is owed to the University). If payment is due the University, the Business Office will fill out the bottom of the form regarding receipts of payment. Reimbursement checks for travel expenses will be issued in accordance with the normal check processing dates of the Business Office (Tuesdays & Fridays), and with respect to normal check processing procedures.