

## STATEMENT OF TRAVEL EXPENSE

<b>*DO NOT COMBINE MORE THAN ONE EVENT ON EACH FORM</b>	DATE _____
DEPARTMENT _____	Bldg: _____

NAME _____	*Purpose of Trip _____
ADDRESS _____	
CONTINENTAL AIRLINES FREQUENT FLYER #: _____	Date of Trip _____ To _____
	EMPLID: _____

DATE OF EXPENSE	FROM	TO	TO	MODE OF TRAVEL	FARE	PARKING TOLLS	MILEAGE		TOTAL	Expenses charged directly to University Speedtype(PCARD, PO, preferred agency)
							MILES	\$ EXTENDED		
SUB-TOTAL										

DATE OF EXPENSE	MEALS	HOTEL	TAXI	PHONE	TIPS	OTHER		TOTAL	Expenses charged directly to University Speedtype(PCARD, PO, preferred agency)
						DESCRIPTION	AMOUNT		
SUB-TOTAL									

<b>ALL RECEIPTS RELATED TO TRAVEL (INCLUDING COPIES OF PCARD TRANSACTIONS) MUST BE SUBMITTED TO TRAVEL SUPERVISOR</b>	TOTAL
	Less charges assigned directly to University
	Less Advance
	DUE UNIVERSITY
	DUE TRAVELER

Are you considered a non-resident alien for tax purposes?  
 If yes, please contact Foreign Faculty and Scholars,(368-4289) for help with travel expense reimbursement.

Did you purchase any alcoholic beverages?  
 (If so, please use account code 599020)

SIGNATURE / CERTIFICATION OF TRAVELER: \_\_\_\_\_ APPROVAL - Traveler's Supervisor: \_\_\_\_\_  
 "I certify that all expense are in accordance with the University Travel Policy. I also certify that the reimbursement for charges are permissible under sponsor guidelines where applicable and charges to federally sponsored projects do not include alcohol."  
Signature \_\_\_\_\_

Signature \_\_\_\_\_ Phone \_\_\_\_\_ Printed Name and Title (required) \_\_\_\_\_ Phone \_\_\_\_\_

- INSTRUCTIONS:**
1. COMPLETE 2 COPIES OF STATEMENT OF TRAVEL EXPENSE FOR EACH TRIP
  2. ALL RECEIPTS INCLUDING PCARD/E-TICKET RECEIPTS MUST BE PROVIDED TO PROCESS TRAVEL EVENT
  3. ONE COPY OF FORM AND P CARD RECEIPTS MUST STAY IN DEPARTMENT
  4. FOR THIS TRAVELER'S REIMBURSABLE EXPENSES, COMPLETE ON-LINE PAYMENT REQUEST FORM (PEOPLESOFT) ACCOUNTS PAYABLE: PAYMENT REQUEST: TYPE :TRAVEL REIMBURSEMENT
  5. PRINT COMPLETED PAYMENT REQUEST
  6. ENTER PAYMENT REQUEST NUMBER IN BOX ON STATEMENT OF TRAVEL EXPENSE
  7. ATTACH ORIGINAL RECEIPTS FOR REIMBURSEMENT TO OTHER COPY OF STATEMENT OF TRAVEL EXPENSE AND FORWARD WITH PAYMENT REQUEST FORM TO ACCOUNTS PAYABLE
- Record payment request no. here