

Travel Expense Documentation

Preparer:

Department:

E-mail:

Phone:

Traveler Name:	Accompanied by:	Departed (Date / Time)	Returned (Date / Time)
Destination:		Purpose of Trip:	

Mode of Travel	Plane	Univ. Auto	Personal Auto
	Other	Rental	Foundation Car

I certify that the below amount is correct and just; that the detailed items charged for subsistence were actually paid; that the expenses were occasioned by official business or unavoidable delays requiring the stay at hotels for the time specified; that the journey was performed with all practicable dispatch by the shortest route usually traveled in the customary reasonable manner; and that I have not been furnished with transportation or money in lieu thereof for any part of the journey therein charged for.

Traveler Signature	Date	Supervisor Signature	Date
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Was a registration fee paid? Yes No

Date m/d/yy	Description	personal auto mileage	personal mileage reimburse	Trans.	Lodging / Parking	Per Diem Only	Meals Deduction	Other	Total