



## Travel Expense Statement

Name	Department	Telephone	Account Number
Reason for Expense:			

**Cash Advance:**

\_\_\_\_\_

**Hotel Costs:**

\_\_\_\_\_ Days at \$\_\_\_\_\_ Day = (including applicable taxes & fees)

\_\_\_\_\_

Other Hotel Charges (excluding meal charges)

\_\_\_\_\_

Total Hotel: \_\_\_\_\_

**Registration Fees:**

\_\_\_\_\_

**Meals:**

(total from attached page)

\_\_\_\_\_

**Transportation:**

Mileage- \_\_\_\_\_ miles at \_\_\_\_\_ cents per mile =

\_\_\_\_\_

Airfare

\_\_\_\_\_

Rental Car

\_\_\_\_\_

Parking

\_\_\_\_\_

Taxi/Shuttle

\_\_\_\_\_

Total Trans: \_\_\_\_\_

**Other Expenses:**

1) \_\_\_\_\_

\_\_\_\_\_

2) \_\_\_\_\_

\_\_\_\_\_

3) \_\_\_\_\_

\_\_\_\_\_

4) \_\_\_\_\_

\_\_\_\_\_

5) \_\_\_\_\_

\_\_\_\_\_

Total Other: \_\_\_\_\_

**Total Expense:**

\_\_\_\_\_

**Less: Cash Advance**

\_\_\_\_\_

**Due Employee:**

\_\_\_\_\_

**Due University:**

\_\_\_\_\_

Employee Signature: \_\_\_\_\_ Authorized By: \_\_\_\_\_

# Travel Expense Statement



## Meals:

Date (mm/dd)	Breakfast	Lunch	Dinner	Snack

Total Meals: \_\_\_\_\_