

REQ# \_\_\_\_\_

**STATEMENT OF EXPENSE  
OR CASH ADVANCE  
EAST TEXAS BAPTIST UNIVERSITY**  
*Separate Forms Required For Each Trip.  
Use This Form For One Trip Or Event Only.*

NAME: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

BUSINESS PURPOSE: \_\_\_\_\_  
\_\_\_\_\_

DATE(S) OF TRIP/EVENT: \_\_\_\_\_

LOCATION(S):(City/State): \_\_\_\_\_  
\_\_\_\_\_

INDIVIDUALS INCLUDED: \_\_\_\_\_  
\_\_\_\_\_

OTHER: \_\_\_\_\_  
\_\_\_\_\_

CASH ADVANCE AMOUNT:     \$ \_\_\_\_\_

**ACTUAL EXPENSES:**

Automobile     \$ \_\_\_\_\_ ( \_\_\_\_\_ miles @ 53.5 cents per mile)

Auto Rental     \_\_\_\_\_ (Purchase order required. Auto rental for airport travel only.)

Airfare     \_\_\_\_\_

Gas     \_\_\_\_\_

Lodging     \_\_\_\_\_

Meals & Tips     \_\_\_\_\_

Other     \_\_\_\_\_

Registration     \_\_\_\_\_

**Advance**     < \_\_\_\_\_ >

Total Due     \$ \_\_\_\_\_

Cash Advance,     Credit Card,     Individual     University – check one

Account Number: \_\_\_\_\_  
Account Title: \_\_\_\_\_  
Employee Signature: \_\_\_\_\_  
Supervisors Approval: \_\_\_\_\_

**ITEMIZED RECEIPTS MUST BE ATTACHED TO EXPENSE FORM FOR REIMBURSEMENT!** Travel expense report should be filed within 30 days of trip. NO RECEIPTS OLDER THAN 30 DAYS ARE REIMBURSABLE. For cash advance only fill out the cash advance line. Actual expense lines are to be completed after trip.