

REQ# _____



STATEMENT OF EXPENSE OR CASH ADVANCE

*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 @ 62.5 cents per mile)
- Auto Rental \$ _____ (Purchase order required. Auto rental for airport travel only.)
- Airfare \$ _____
- Gas \$ _____
- Lodging \$ _____
- Meals & Tips \$ _____
- Other \$ _____
- Registration \$ _____
- Advance** < _____ >
- Total Due \$ _____

Account Number: _____

Account Title: _____

Employee Signature: _____

Supervisors Approval: _____

Check One: Cash Advance Credit Card Individual University

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.