

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 @ .70 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.