

**Northwestern State University of Louisiana
Travel Expense Account Form
Continuation Sheet**

Summary of Expenses

<u>Subtotals of Detailed Expenses</u>	
Transportation	\$ _____
Lodging	\$ _____
M&IE ¹	\$ _____
Tolls/Parking	\$ _____
Other	\$ _____
Total	\$ _____

<u>Mode of Travel</u>		
Airfare	Rental	University Vehicle
	Personal Vehicle	
Miles Requested	_____	
Mileage Rate	_____	22/23 Rate \$0.625
Total Mileage	_____	

Traveler Name	_____
CWID	_____
Travel Dates	_____
Purpose/Location of Travel	_____

Detailed Expenses												
Date												
Hour	Departure											
	Arrival											
Territory traveled ² / Odometer Reading												Subtotals
	Miles Traveled											
	Airfare											
	Vehicle Rental											
	Rental Fuel											
	Lodging + Hotel Parking											
	Tolls & Parking											
	Other Reimbursable ³											
	M&IE Requested											
	M&IE Allowed (Business Affairs Use Only)											

Other Reimbursable Item Detail:

¹ M&IE is the term used by the State to denote the Meal and Incidental Expense. This amount includes \$5 per day incidental expense (formerly known as tips).

² Territory traveled – Show all points visited Beginning and Ending Odometer Readings for Personal Vehicle must be listed.

³ Other Reimbursable includes Registration, Baggage Fees, and any other expenses that are reimbursable under PPM49 Guidelines.