

Northwestern State University of Louisiana
Travel Expense Account Form

CK
T-Card
Personal/Advance
Check to Vendor

Budge Unit Index
Budget Unit Title
Name
Address
City, State Zip
Purpose and Location of Travel

Vendor Number / CWID
Office Domicile
Telephone
Travel Dates

Summary of Expenses

Subtotals of Detailed Expenses

Transportation \$
Lodging \$
M&IE¹ \$
Tolls/Parking \$
Other \$
Total \$

Mode of Travel

Airfare Rental University Vehicle
Personal Vehicle 23/24 Rate \$0.655
Miles Requested
Mileage Rate
Total Mileage

Advance

Check #
Advance Received \$
Receipts \$
Deposit \$
Balance \$

Detailed Expenses										
Date										Subtotals
Hour	Departure									
	Arrival									
Territory traveled ² / Odometer Reading										
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:

Index	Fund	Org	Account	Description	Amount

Certification of Payee: I certify that this expense account is just and true in all respects; that the distance shown were actually and necessarily traveled on the dates specified on official business only; that the expenses charged were incurred on official business of the State and none of the expenses have been paid by the State; and that the full amount is justly due.

Signed by Payee
Title or Position
Prepared By

I certify that the charges set forth on this expense account have been examined by me. That the services for which the charges are made were necessary and proper; and that in my opinion the amounts claimed are just and reasonable.

Budget
Unit Head
Approving
Agent
President
(if applicable)

Date
Date
Date

Invoiced by

Date

Set to Pay

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.