

Budget Unit Index \_\_\_\_\_  
 Budget Unit Title \_\_\_\_\_

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

T-Card  
 Personal/Advance  
 Check to Vendor

Name \_\_\_\_\_ Vendor Number / CWID \_\_\_\_\_  
 Address \_\_\_\_\_ Office Domicile \_\_\_\_\_ Telephone \_\_\_\_\_  
 City, State Zip \_\_\_\_\_ Travel Dates \_\_\_\_\_

Purpose and Location of Travel \_\_\_\_\_

**Summary of Expenses**

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

<u>Mode of Travel</u>		
Airfare	Rental	University Vehicle
Personal Vehicle		<u>24/25 Rate \$0.67</u>
Miles Requested	_____	<u>200 Mile Max</u>
Mileage Rate	_____	
Total Mileage	_____	

<u>Advance</u>	
Check #	_____
Advance Received	\$ _____
Receipts	\$ _____
Deposit	\$ _____
Balance	\$ _____

<b>Detailed Expenses</b>									
	Date								
Hour	Departure								
	Arrival								
Territory traveled <sup>2</sup> / Odometer Reading									<b>Subtotals</b>
Miles Traveled									
Airfare									
Vehicle Rental									
Rental Fuel									
Lodging + Hotel Parking									
Tolls & Parking									
Other Reimbursable <sup>3</sup>									
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.*

*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.*

Signed by Payee	Budget Unit Head	Date
Title or Position	Approving Agent	Date
Prepared By	President (if applicable)	Date

Invoiced by \_\_\_\_\_ Date \_\_\_\_\_ Set to Pay \_\_\_\_\_

<sup>1</sup> 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).  
<sup>2</sup> Territory traveled – Show all points visited Beginning and Ending Odometer Readings for Personal Vehicle must be listed.  
<sup>3</sup> Other Reimbursable includes Registration, Baggage Fees, and any other expenses that are reimbursable under PPM49 Guidelines.