
CK____

Budget Unit Index _____

Northwestern State University of Louisiana
Travel Expense Account FormT-Card
Personal/Advance
Check to Vendor

Budget Unit Title _____

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 ¹	\$ _____
Tolls/Parking	\$ _____
Other	\$ _____
Total	\$ _____

<u>Mode of Travel</u>		
Airfare	Rental	University Vehicle
Personal Vehicle		<u>2026 Rate \$0.725</u>
Miles Requested	<u>200 Mile Max</u>	
Mileage Rate	_____	
Total Mileage	_____	

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

<u>Detailed Expenses</u>										Subtotals	
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.

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 Date

Approving Agent Date

President (if applicable) Date

Signed by Payee _____

Title or Position _____

Prepared By _____

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.