

Payee Information

Budget Unit Title: _____
Name: _____
Address: _____
City, State, Zip: _____
Purpose of Trip/Travel: _____

Budget Unit Index: _____
Vendor#/CWID: _____
Office Domicile: _____
Dates of Travel: _____
Telephone: _____

Mode of Travel

Airfare	Rental	University Vehicle	Personal Vehicle	Other
Miles Requested _____	Mileage Rate _____	Total Mileage Requested _____		
Total Airfare _____	Total Vehicle Rental _____	Total Rental Fuel _____		

Detailed Expenses

Date									Subtotals
Departure Time									
Return Time									
Odometer Reading									
Lodging + Hotel Parking									
Tolls & Parking									
Other Reimbursable									
M&IE Requested									
M&IE Allowed (BA-Only)									

Other Reimbursable Item Detail: _____

Advance Clearing	Subtotals of Expenses	Budget Information				
Check # _____	Mode of Travel _____	Index	Fund	Org	Account	Amount
Orig. Amount _____	Hotel _____	_____	_____	_____	_____	_____
Receipts _____	Tolls & Parking _____	_____	_____	_____	_____	_____
Deposits _____	Other _____	_____	_____	_____	_____	_____
Balance _____	M&IE _____	_____	_____	_____	_____	_____
	Total _____	_____	_____	_____	_____	_____

Approvals

Approval Level	Printed Name	Signature	Date
Payee	_____	_____	_____
Prepared By/Title	_____	_____	_____
Budget Unit Head	_____	_____	_____
Approving Agent	_____	_____	_____
Additional Approver (If Required)	_____	_____	_____
Invoiced By	_____	_____	_____

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.
Certification of Approvers 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.