

**TRAVEL REIMBURSEMENT EXPENSE REPORT FORM**

DATE TURNED IN: \_\_\_\_\_

Name/Title: \_\_\_\_\_ ID# \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Destination; Reason for Travel: \_\_\_\_\_

DATE & TIME DEPARTED: \_\_\_\_\_

DATE & TIME RETURNED: \_\_\_\_\_

# Miles (Personal auto) \_\_\_\_\_ To/From: \_\_\_\_\_

Motor Pool: \_\_\_\_\_ Rode With: \_\_\_\_\_

ACCOUNT NUMBER TO CHARGE: \_\_\_\_\_

**EXPENSES**

**(DAY 1) DATE:** \_\_\_\_\_

Lodging Amount: \$ \_\_\_\_\_ Name of Hotel: \_\_\_\_\_

M&IE Amount: \$ \_\_\_\_\_ Conference Hotel: Yes \_\_\_\_\_ No \_\_\_\_\_

If shared room, name/affiliation of person: \_\_\_\_\_

Phone Calls (whom called and reason): \_\_\_\_\_

Other Daily Expenses\*: \_\_\_\_\_

**(DAY 2) DATE:** \_\_\_\_\_

Lodging Amount: \$ \_\_\_\_\_ Name of Hotel: \_\_\_\_\_

M&IE Amount: \$ \_\_\_\_\_ Conference Hotel: Yes \_\_\_\_\_ No \_\_\_\_\_

If shared room, name/affiliation of person: \_\_\_\_\_

Phone Calls (whom called and reason): \_\_\_\_\_

Other Daily Expenses\*: \_\_\_\_\_

**(DAY 3) DATE:** \_\_\_\_\_

Lodging Amount: \$ \_\_\_\_\_ Name of Hotel: \_\_\_\_\_

M&IE Amount: \$ \_\_\_\_\_ Conference Hotel: Yes \_\_\_\_\_ No \_\_\_\_\_

If shared room, name/affiliation of person: \_\_\_\_\_

Phone Calls (whom called and reason): \_\_\_\_\_

Other Daily Expenses\*: \_\_\_\_\_

\*Other daily expenses include taxi, limo, tolls, baggage hdlg, porter, parking (where?), conference registration, rental car, etc.

Lodging Rate excludes local taxes and surcharges.

M&IE Rate includes tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken.

**(DAY 4) DATE:** \_\_\_\_\_

Lodging Amount: \$ \_\_\_\_\_ Name of Hotel: \_\_\_\_\_

M&IE Amount: \$ \_\_\_\_\_ Conference Hotel: Yes \_\_\_\_\_ No \_\_\_\_\_

If shared room, name/affiliation of person: \_\_\_\_\_

Phone Calls (whom called and reason): \_\_\_\_\_

Other Daily Expenses\*: \_\_\_\_\_

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**(DAY 5) DATE:** \_\_\_\_\_

Lodging Amount: \$ \_\_\_\_\_ Name of Hotel: \_\_\_\_\_

M&IE Amount: \$ \_\_\_\_\_ Conference Hotel: Yes \_\_\_\_\_ No \_\_\_\_\_

If shared room, name/affiliation of person: \_\_\_\_\_

Phone Calls (whom called and reason): \_\_\_\_\_

Other Daily Expenses\*: \_\_\_\_\_

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**OTHER EXPENSES/SPECIAL NOTES:** \_\_\_\_\_

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\*Other daily expenses include taxi, limo, tolls, baggage hdlg, porter, parking (where?), conference registration, rental car, etc.  
Lodging Rate Excludes local taxes and surcharges. M&IE Rate includes tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken

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