TRAVEL REIMBURSEMENT EXPENSE REPORT FORM

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 handling, 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.

Revised 3/6/08
(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*: ________________________________________________________________

(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*: ________________________________________________________________

OTHER EXPENSES/SPECIAL NOTES: ______________________________________________________

*Other daily expenses include taxi, limo, tolls, baggage handling, 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.