



Travel Expense Statement

Name	Department	Telephone	Account Number
Reason for Expense:			

Cash Advance: _____

Hotel Costs:
 _____ Days at \$ _____ Day = (including applicable taxes & fees) _____
 Other Hotel Charges (excluding meal charges) _____
 Total Hotel: _____

Registration Fees: _____

Meals:
(total from attached page) _____

Transportation:
 Mileage- _____ miles at _____ cents per mile = _____
 Airfare _____
 Rental Car _____
 Parking _____
 Taxi/Shuttle _____
 Total Trans: _____

Other Expenses:
 1) _____
 2) _____
 3) _____
 4) _____
 5) _____
 Total Other: _____

Total Expense: _____
Less: Cash Advance _____
Due Employee: _____
Due University: _____

Employee Signature: _____ Authorized By: _____



Travel Expense Statement

Meals:

Date (mm/dd)	Breakfast	Lunch	Dinner	Snack

Total Meals: _____