



**TRAVEL EXPENSE REPORT**

EMPLOYEE: \_\_\_\_\_ DATE(S) TRAVELED: \_\_\_\_\_

AMOUNT ADVANCED: \$ \_\_\_\_\_ ADVANCE ACCOUNT # 1-0000-000- \_\_\_\_\_

**TRAVEL (LODGING, TRANSPORTATION, RENTAL, OTHER)**

DATE	DESCRIPTION	BUDGET GL#	AMOUNT

**MISC EXPENSE (GAS, TOLLS, OTHER)**

DATE	DESCRIPTION	BUDGET GL#	AMOUNT

**MEALS**

DATE	DESCRIPTION	BUDGET GL#	AMOUNT

EMPLOYEE SIGNATURE: \_\_\_\_\_ TOTAL EXPENSES: \$ \_\_\_\_\_

SUPERVISOR SIGNATURE: \_\_\_\_\_ LESS AMOUNT ADVANCED: \$( \_\_\_\_\_ )

BUSINESS OFFICE: \_\_\_\_\_ TOTAL DUE EMPLOYEE: \$ \_\_\_\_\_

TOTAL DUE OVU: \$ \_\_\_\_\_

***Purpose and Procedure:***

*Complete this form if you received a cash advance so that you can provide a reconciliation of how the funds were spent. **Attach all receipts to this report.***

*If you did not spend all the advanced funds, please submit this form along with the necessary funds to the business office, Room 119. Business office staff should initial this form as proof of receipt of money.*

*If you spent all, or more, of the advanced funds, please submit this form to the Accounts Payable Manager Room, 125. If funds are due to you, the form must be signed and submitted by Tuesday at 5 pm for a check to be processed on the Thursday weekly check run.*