

# Travel Expense Report

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Purpose of Travel:** \_\_\_\_\_

Please include talk  
title, collaborator or  
research topic

**Time/Date of Departure:** \_\_\_\_\_

**Return:** \_\_\_\_\_

**Destination:** \_\_\_\_\_

**Visitor Information**

US Citizen	Yes	No	
E-mail	_____		
Fax	_____		
Phone	_____		
Home Address	_____		
	_____		

## Expenses

**Airfare:** \_\_\_\_\_

**Train/Taxi/Bus:** \_\_\_\_\_

**Personal Car Mileage:** \_\_\_\_\_

**Parking:** \_\_\_\_\_

**Does car used have liability insurance? Yes No**

**Rental Car:** \_\_\_\_\_

**Lodging:** \_\_\_\_\_

**Registration Fee:** \_\_\_\_\_

**Lodging Dates:** \_\_\_\_\_

**Meals and Incidentals**

**\*Amount must be entered each day for which an expense is claimed**

\*Maximum daily amount for domestic travel = \$64

\*Per diem may only be used for foreign travel and domestic trips longer than 30 days ;  
maximum foreign per diem rates vary by location please check with the Business Office  
for amounts

\*Averaging across days is not allowed

\*Please see attachment for more details

Date	Amount	Date	Amount								
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**Account to Charge** \_\_\_\_\_

**Amount to Charge** \_\_\_\_\_

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