

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**

*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

Date	Amount

Account to Charge _____

Amount to Charge _____