



Travel Expense Report

File Within 10 Days of Return From Trip
Attach Original Receipts

VALPARAISO
UNIVERSITY

Please Print:

Name	<u>John Doe</u>	Date Submitted	<u>01/15/16</u>
Employee ID # or Social Security # (last four digits)	<u>xxx-xx-6789</u>	Time of Departure*	<u>1/06/16</u> <u>5:00 a.m.</u> <u>1/10/16 at</u> <u>11:00 p.m.</u>
Department	_____	Budget Account Number	<u>10-0659900-50410</u>
Mail to Department (or) Off Campus Address	<u>X</u> (Please Check)	Advance Account Number	<u>10-0000000-13445</u>
Street	_____	City	_____
		State	_____
		Zip	_____

Business Purpose and Destination Accounting Principles Update, Kansas City, MO

Expense	Date							Total
	1/6/2016	1/7/2016	1/8/2016	1/9/2016	1/10/2016	/ /	/ /	
Lodging	125.90	125.90	125.90	125.90	125.90			629.50
Meal per-diem-full day		52.00		52.00				104.00
Meal per-diem-breakfast			9.00		9.00			18.00
Meal per-diem-lunch	15.00		15.00		15.00			45.00
Meal per-diem-dinner	28.00							28.00
Business guest meals **				49.50				49.50
Airfare/Train	320.00							320.00
Taxi/Limo/Bus	20.00				20.00			40.00
Car Rental								0.00
Car Rental Fuel								0.00
Personal Auto - Miles	83				83			
@ .54 Effect. 01/01/16	44.82	0.00	0.00	0.00	44.82	0.00	0.00	89.64
Daily Total	553.72	177.90	149.90	227.40	214.72	0.00	0.00	1323.64

*Other Expenses(Attach additional sheet if necessary)	
Explanation	Amount
Seminar Registration Fee	150.00
Tolls	6.00
Total "Other"	156.00

Total Daily Expense	<u>1323.64</u>
Add "Other" Expense *	<u>156.00</u>
Total Expense	<u>1479.64</u>
Less Advance	_____
Net Due to Employee	<u>1479.64</u>
or	
Net Due to Valparaiso University	_____

**Business Guest - meals per Hospitality Policy (Attach additional sheet if necessary)	

Employee Signature _____

Supervisor Signature(NotTraveler/Employee)
Name of Supervisor(Print) _____

Finance Office _____

*Time of departure and return necessary for one day travel only. Evening meal reimbursement permitted for work days exceeding 10 hours. Breakfast and lunch will not be reimbursed for trips not requiring an overnight stay.

Policy Effective 04/01/10
mileage rate as of 1/1/16