Washington University in St. Louis

Travel Expense Statement with Foreign Currency Conversio

Document

Name		Destination			
Campus Box		Start Date		End Date	
Purpose for trip					

		Date	Date	Date	Date	Date	Date			
Meals:								Use www.oanda.com to obtain average exchange rate for applicable		
Breakfast										
Lunch								Currency Type:		USD
Dinner								Exchange Rate:		1.000
Other										
Alcoholic Beverages (36-87)								Total	Exchange Rate	USD Total
1	**Total Meals (a)**	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.000	
2	Airfare							0.00	1.000	
3	Lodging							0.00	1.000	
4	Automobile Rental / Gas							0.00	1.000	
5	Mileage	Rate	Miles					-		0.00
6	Registration Fees (36-05)							0.00	1.000	
7	Ground Transportation / Parking							0.00	1.000	
8	Telephone / Internet							0.00	1.000	
9	Tips (exclude tips included with line 1 &							0.00	1.000	
10	Entertainment/Bus Exp. (35-53) (t							0.00	1.000	
11	Other Travel (36-87)							0.00	1.000	
12								0.00	1.000	
13								0.00	1.000	

	EXPENSES BY ACCOUNT						Total Expenses	0.00
15	AMOUNT	LC	DEPT	BUOB	SR CODE	FUND	Less Non-WU Reimbursement	
16							Subtotal	0.00
17							Department Limit (if applicable)	
18							Less:	
19							CR # & Amount	
20							TA # & Amount	
21							eimbursement Amount	
22							Travel Expense Paid for by the procurement card (c)	
							Check Sum	**0.00**
23							I owe Washington University	0.00
24							Washington University owes me	0.00

Signature and Approval

Signatures certify that costs incurred for the trip comply with all aspects of the Travel Policy and/or any sponsoring agency requirements, if applicable.

Traveler's Signature — Date

Approval Signature — Date

Approval Printed Name and Title

Exception Approval Signature — Date

Exception Approval Printed Name and Title

Remarks (not printed on check)

Exception Approval Explanation

a) Meals, including tip and taxes greater than $50 per day must be split out by Breakfast, Lunch and Dinner. Alcoholic beverages must alwa

Last Updated: 1/07/08

b) Includes alcohol associated with Entertainment / Bus. Exp.

c) Recommend using the procurement card expenses supplemental worksheet to provide expense details.