

# Washington University in St. Louis Travel Expense Statement

Document

Name		Destination	
Campus Box		Start Date	End Date
Purpose for trip			

	Date	Date	Date	Date	Date	Date	Date	Total	
<b>Meals:</b>	ENTER MEAL EXPENSE INCLUDING TIP HERE								
Breakfast	ENTER DATE HERE								
Lunch	ENTER ALCOHOL EXPENSE HERE								
Dinner	IF TRAVELER FLIES FIRST OR BUSINESS CLASS, AN ECONOMY CLASS QUOTE MUST BE ATTACHED. ECONOMY AIRFARE COST GOES HERE AND THE DIFFERENCE BETWEEN FIRST OR BUSINESS CLASS AND ECONOMY CLASS GOES IN OTHER TRAVEL (36-87)								
Other									
Alcoholic Beverages (36-87)									
1 Total Meals (a)	0.00	0.00						0.00	
2 Airfare								0.00	
3 Lodging	LODGING AMOUNT SHOULD ONLY INCLUDE DAILY ROOM RATE AND TAX. EVERYTHING ELSE MUST BE BROKEN OUT								
4 Automobile Rental / Gas								0.00	
5 Mileage	Rate	Miles						0.00	
6 Registration Fees (36-05)	IF TRAVELER IS REQUESTING REIMBURSEMENT FOR MILEAGE, THEN A QUOTE FOR AIRFARE AND A QUOTE FOR MILEAGE MUST BE ATTACHED. IF AIRFARE IS LESS, THE AMOUNT GOES HERE. IF								
7 Ground Transportation / Parking								0.00	
8 Telephone / Internet								0.00	
9 Tips (exclude tips included with line 1)								0.00	
10 Entertainment/Bus Exp. (35-53)	THIS IS FOR CASH TIPS NOT INCLUDED ON A RECEIPT (BEHAVIOR AND SERVICES ETC.)								
11 Other Travel (36-87)								0.00	
UNALLOWABLE EXPENSES GO HERE (DIFFERENCE									0.00
ATTACHED SOCIAL EXPENSE FORM MUST BE FILLED OUT AND THE									0.00

14	EXPENSES BY ACCOUNT						Total Expenses	0.00
15	AMOUNT	LC	DEPT	BUOB	SR CODE	FUND	Less Non-WU Reimbursement	
16		12	1220	3601		940XX	Subtotal	0.00
17							Department Limit (if applicable)	
18							Less:	
19	ACCOUNT INFORMATION GOES HERE. SEE ACCOUNT STRUCTURE ATTACHED FOR DETAILED INFORMATION. PLEASE MAKE SURE ALL						CR # & Amount	
20							TA # & Amount	
21							Other Reimbursemen	
22	ANY PREPAID AMOUNTS MUST BE INCLUDED IN PROPER FIELDS (AIRFARE, REGISTRATION, ETC.) AND ALSO ENTERED IN THESE FIELDS. SEE PROCUREMENT CARD						Travel Expenses Paid for by the procureme	
23							Check Sum	
24							I owe Washington University	0.00
							Washington University owes me	0.00

<b>Signature and Approval</b>		<b>Remarks (not printed on check)</b>		
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	Exception Approval Explanation		
Approval Signature	TRAVELER MUST SIGN HERE. IF SIGNATURE IS NOT AVAILABLE THAN WRITE NOT AVAILABLE			
Approval Printed Name and Title				
Exception Approval Signature	Date	ANY IMPORTANT EXCEPTION INFORMATION GOES HERE (MISSING RECEIPTS ETC.)		
Exception Approval Printed Name and Title				

a) Meals, including tip and taxes greater than \$50 per day must be split out by Breakfast, Lunch, and Dinner. Alcoholic beverages mus Last Updated: 11/19/07  
 b) Includes alcohol associated with Entertainment/Bus Exp.  
 c) Recommend using the procurement card expenses supplemental worksheet to provide expense details.

HEADER/FOOTER CAN BE ADDED TO INCLUDE NAME AND DATE TO DOCUMENT