

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
Meals:								
Breakfast								
Lunch								
Dinner								
Other								
Alcoholic Beverages (36-87)								
1 Total Meals (a)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2 Airfare								0.00
3 Lodging								0.00
4 Automobile Rental / Gas								0.00
5 Mileage								0.00
	Rate	Miles						0.00
6 Registration Fees (36-05)								0.00
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) (b)								0.00
11 Other Travel (36-87)								0.00
12								0.00
13								0.00

14	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							Other Reimbursement	
22							Travel Expenses Paid for by the procurement c	
							Check Sum	0.00
23							I owe Washington University	0.00
24							Washington University owes me	0.00

Signature and Approval	Remarks (not printed on check)
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
Exception Approval Explanation	
Approval Printed Name and Title	
Exception Approval Signature	Date
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 must always be
 b) Includes alcohol associated with Entertainment/Bus Exp.
 c) Recommend using the procurement card expenses supplemental worksheet to provide expense details.

Last Updated: 11/19/07