



Office of Finance

Travel Expense Report

Return to the Office of Finance within two weeks with original receipts attached.

Name	
Travel Destination	
Purpose of Travel	
Departure Date & Time	
Return Date & Time	

Record all expenses, including Travel Card charges and airfare paid separately.

Airfare		
Rail		
Privately Owned Auto	<input type="text"/> Miles @ .535 cents per mile	
Other (itemize)		

Expenses Recorded on Daily Expense Worksheet

Taxi, Subway or Bus			
University Owned Auto (gasoline, oil, or other car expenses; <u>do not</u> include mileage)			
Parking and tolls			
Lodging			
Meals			
Travel Card Expenses			
Personal Charges			
Submitted by:	Signature: <input type="text"/>	Total	<input type="text"/>
	Print Name: <input type="text"/>	Deduct Personal Charges	<input type="text"/>
BU ID / SSN / ITIN	<input type="text"/>	Total Bucknell Costs	<input type="text"/>
Address	<input type="text"/>	Deduct Expenses Paid Separately	<input type="text"/>
	<input type="text"/>	Total (charge to FOAPAL)	<input type="text"/>
Date	<input type="text"/>	Deduct Advance Received	<input type="text"/>
Approved by:	Signature: <input type="text"/>	Due Staff Member	<input type="text"/>
	Print Name: <input type="text"/>	Due Bucknell (Pay Cashier)	<input type="text"/>

FOAPAL to Charge

Fund/Orgn Number	Fund/Orgn Name	Acct	Activity (Optional)	Amount

