



Office of Finance

Travel Expense Report

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

Name	<input type="text"/>
Travel Destination	<input type="text"/>
Purpose of Travel	<input type="text"/>
Departure Date & Time	<input type="text"/>
Return Date & Time	<input type="text"/>

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

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

Expenses Recorded on Daily Expense Worksheet

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

FOAPAL to Charge

Fund/Orgn Number	Fund/Orgn Name	Acct	Activity (Optional)	Amount
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				

