



Traveler's Name		Destination(s)	
Employee ID (M Number)		Exchange Rate Used	
Dept.		Departure Date	Time of Departure
Index		Return Date	Time of Return
Address to which check is to be sent		Name(s) of others on trip	
Purpose of trip & benefits derived to the University		List Procurement Card charges and Amounts	

	SUN	MON	TUES	WEDS	THURS	FRI	SAT	TOTAL
Date >>								
City for lodging >>								
Daily meal per diem for city >>								
Breakfast								
Lunch								
Dinner								
Lodging								
Trans. Common Carrier								
Taxis and Limousines								
Banq/Meals - Attachment								
Registration Fees								
Tolls/Parking								
Telephone								
Car Rental/Gas								
Tips								
Other								
(Explain on receipt or memo)								
EXPENSES >>								

PERSONAL CAR EXPENSES

CASH

[Click here for distances from Houghton](#)

Subtotal Expenses

From	To	Miles	Rate	Subtotal
Vicinity Mileage		Miles	Rate	Subtotal
If greater than 100 miles, attach log		Total		

Personal Car Expenses

Total expenses this trip

Cash advances received

Due traveler

Due MTU (attach cash receipt)

CERTIFICATION AND APPROVAL

I, the undersigned, hereby certify that the above listed expenses were actually incurred by me for University purposes as allowed by University policies and procedures. No reimbursement has been received or is anticipated from any third party and if received, will be immediately forwarded to the University. I UNDERSTAND THAT CERTAIN EXPENSES MAY BE TAXABLE AND THAT THE APPLICABLE FICA, FEDERAL, AND STATE TAXES WILL BE WITHHELD FROM A FUTURE PAYCHECK.

Signature of traveler _____ Date _____

Signature of Department Chair or higher _____ Date _____

Prepared by _____