

Filling out a Travel Expense Report

Alfred University

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Travel Expense Report

NAME

Mileage Rate

\$0.40

(\$0.20 if Motor Pool denial is missing or approved exception not on file)

Total Miles Driven

Account Number

Account Number

Account Number

Account Number

Amount

Amount

Amount

Amount

Enter amounts if you are going to split between accounts

Spending Limit

Date								Total	One Card &
Destination								Trip Cost	Prepaid Expenses
Breakfast	DO NOT breakout tips included on receipts							-	
Lunch								-	
Dinner								-	
Per Diem Rate (if preapproved)								-	
SUB-TOTAL MEALS		-	-	-	-	-	-	-	
Lodging (DO NOT breakout receipt)								-	
Airfare								-	
Airline Baggage Fees, etc.								-	
Auto Rental / Motor Pool								-	
Taxi / Bus / Subway / etc.								-	
Mileage Reimbursement								-	
Parking & Tolls								-	
Registration Fees (Attach Agenda/Itinerary)								-	
Tips (not included on receipt)								-	
Miscellaneous (list)								-	
								-	
TOTAL PER DAY		-	-	-	-	-	-	-	-

PURPOSE OF TRIP & DETAILED EXPLANATION OF MISCELLANEOUS CHARGES IF NEEDED	SUMMARY	
	TOTAL EXPENSES	0.00
	LESS CASH ADVANCE	
	LESS ONE CARD & PREPAID CHARGES INCLUDED ABOVE	0.00
	AMOUNT (DUE FROM) OR DUE TO EMPLOYEE FROM ADDITIONAL PAGES	
	AMOUNT (DUE FROM) OR DUE TO EMPLOYEE	0.00

TRAVELER

DEPARTMENT

DATE

APPROVED BY (if total trip cost not preapproved)

DATE

Business Office Use Only

Cashier

Reviewed By & Date

Cash Received By

SIGN

DATE

AU One Card Free Travel Benefits

- Travel emergency assistance and car rental accident reporting 1-800-VISA-911.
- Accidents are also required to be reported to the office of the VP for Business and Finance 607-871-2966.
 - Travel accident insurance up to \$500,000
 - Auto rental collision coverage
 - Hotel/Motel Burglary Reimbursement
 - Lost Baggage Reimbursement
 - Emergency Messaging
 - Medical and Legal Referral
 - Emergency Evacuation and Transportation
- For AU one card questions call 607-871-2698

Mileage Rate

Mileage Rate

\$0.40

(\$0.20 if Motor Pool denial is missing
or approved exception not on file)

Total Miles Driven

If a motor pool vehicle was unavailable for the trip, the current mileage reimbursement rate is \$.40/mile. A motor pool denial **MUST BE ATTACHED** in order to receive this rate. If the traveler prefers to use their personal car and doesn't obtain a motor pool denial, then the rate cell must be changed to \$.20/mile.. Enter the total miles driven for the entire trip. There is a formula in the first column for mileage reimbursement that will automatically calculate the amount for you.

If a motor pool vehicle is used, a receipt will be sent via email. The receipt should be printed off and attached to the expense report and the amount should be listed under the auto rental / motor pool line.

It should be noted that if you drive your personal vehicle for business purposes and are in an accident, that your personal car insurance provides primary coverage. It is recommended that if a motor pool vehicle is not available, that a rental car should be obtained. When reserving the rental car, do not purchase the extra damage insurance as the AU One Card and AU insurance has this benefit built in. AU has a relationship with Enterprise Rent-A-Car in Hornell.

Account Numbers

Account Number _____

Account Number _____

Account Number _____

Account Number _____

There are four account number lines for those who charge the trip to more than one FOAP. The main FOAP being charged should be on the first line.

Amounts

Amount	_____
Amount	_____
Amount	_____
Amount	_____

There is a formula on the first amount line which will put the total trip cost there. If there is only one FOAP, nothing needs to be done. If the trip will be split between FOAPs, enter the amounts that will be charged to each FOAP on the appropriate line. The formula will subtract the amounts on lines 2-4 from the first line.

Spending Limit

<input type="text"/>	Spending Limit
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If given a spending limit, please enter the amount here. If a spending limit is set, the total on the first amount line will be the lesser of the limit or the actual amount spent.

Filling In Expenses

Date							
Destination							
Breakfast	DO NOT breakout tips included on receipts						
Lunch							
Dinner							
Per Diem Rate (if preapproved)							
SUB-TOTAL MEALS		-	-	-	-	-	-
Lodging (DO NOT breakout receipt)							
Airfare							
Airline Baggage Fees, etc.							
Auto Rental / Motor Pool							
Taxi / Bus / Subway / etc.							
Mileage Reimbursement							
Parking & Tolls							
Registration Fees (Attach Agenda/Itinerary)							
Tips (not included on receipt)							
Miscellaneous (list)							
TOTAL PER DAY		-	-	-	-	-	-

A description of some of the categories are on the next few slides.

Date & Destination

There are enough columns for a 7 day trip. If the trip is longer please fill out additional forms and attach to the first one. When entering the destination please enter the city and state, or city and country.

Meals

If a tip is included on the receipt, please enter the TOTAL AMOUNT; do not list the tip separately.

Per Diem

The per diem rate used is the lesser of the federal per diem for the destination or the per diem authorized by the division head.

Lodging

Please do not breakout the hotel receipts, i.e. room service, parking ,etc. Also, do not break it out by days. The total amount on the receipt should be listed only once on the travel expense report. List it under the first or last day of the trip.

Registration Fees

**Please attach an agenda or itinerary from
the conference.**

Tips

If the tip is included on a receipt make sure it is entered in the appropriate section. The only tips that should be listed in this section are tips to a taxi driver, bellhop, doorman, etc.

One Card Charges & Prepaid Expenses

Once everything is entered please figure out which amounts were charged to the One Card and enter the amounts on the appropriate lines. Also, if a conference registration was paid by Accounts Payable in advance that should be entered here as well.

[illegible]

Approved By

APPROVED BY (if total trip cost not preapproved)	DATE

If an approved Travel Advance and Authorization Form (TAAF) was not obtained prior to travel or if the trip expenses exceed the amount approved on the TAAF then the travel expense report needs to be signed by the authorizing signee, for the FOAP being charged. No approval is needed if the TAAF was submitted and the amount was not exceeded.

Summary

TOTAL EXPENSES	0.00
LESS CASH ADVANCE	
LESS ONE CARD & PREPAID CHARGES INCLUDED ABOVE	0.00
AMOUNT (DUE FROM) OR DUE TO EMPLOYEE FROM ADDITIONAL PAGES	
AMOUNT (DUE FROM) OR DUE TO EMPLOYEE	0.00

If a cash advance was received please enter it on the line provided. If there are additional pages please add up the totals and enter one amount on the line provided for additional pages.

Questions

If there are any questions about filling this out please call 607-871-2128 or email businessofc@alfred.edu.