

STUDENT/GUEST TRAVEL & EXPENSE REPORT

Return within two weeks with original receipts attached.

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

RECORD ALL EXPENSES

Airfare		
Rail		
Privately Owned Auto		Miles @ .545 cents per mile
University Owned Auto, (Student use only) <i>(gasoline, oil, or other car expenses; do not include mileage)</i>		
Conference Registration		
Other (itemize)		

Expenses Recorded on Daily Expense Worksheet *(reverse)*

Taxi, Subway or Bus		
Rental Vehicle		
Parking and tolls		
Lodging		
Meals		

BU ID:			Total Costs	
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Submitted by:	Signature:
	Print Name:

Email:	
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Remit to Payment Address:	
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Date:	
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**Attach form & receipts for items over \$25.00 with Department's Supplier Invoice Request.*

