

Travel Expense Report – Items in red are required

Traveler Information	
Traveler Name:	
General Trip Information	
Travel From:	
Departure Date & Time:	
Travel To: * If multiple destinations list in order	
Return Date & Time:	
Meals	
<input type="checkbox"/> I will not be claiming per diem	
<input type="checkbox"/> I will be claiming per diem (answer question below)	
<input type="checkbox"/> Yes <input type="checkbox"/> No - The conference/host/hotel provided meals during my stay (indicate which meals below)	
Mileage	
<input type="checkbox"/> No change from authorization (must have provided documentation with the authorization)	
<input type="checkbox"/> Change from authorization (I have provided a map and flight costs for the same time period in my receipts)	
Lodging	
<input type="checkbox"/> check if paid on Concur	
Amount:	
Other	
Car Rental <input type="checkbox"/> - check if paid on Concur	
Airfare <input type="checkbox"/> - check if paid on Concur	
Registration <input type="checkbox"/> - check if paid with Procard	
Public Transportation/Taxi * Description Required. Note location traveled to and from. Ex: 25.00 – to conference from hotel	
Miscellaneous expenses (Gas for rental, parking, etc.) *Description Required.	
If TER is over the requested amount and funds are available:	<input type="checkbox"/> Process the full amount up to the available travel allowance. <input type="checkbox"/> Process authorized amount for this trip.