

English Department Travel Expense Report

Traveler Information	
Traveler Name	
Employee ID	
General Trip Information	
Travel From	
Departure Date & Time	
Travel To * If multiple destinations list in order	
Return Date & Time	
Purpose of Travel	
Meals	
Check which applies	<input type="checkbox"/> Per Diem <input type="checkbox"/> Via Receipt
If Per Diem: List date and times of any meals included in the registration	
Mileage	
Travel To Miles	
Travel From Miles	
Lodging - <input type="checkbox"/> check if paid on central billing card	
Date/s: *List separate charges for each day. Include room rate and taxes only.	Amount:
Other	
Car Rental <input type="checkbox"/> - check if paid on central billing card	
Airfare <input type="checkbox"/> - check if paid on central billing card	
Registration <input type="checkbox"/> - check if paid with ProCard	
Gasoline for Rental * Description Required	
Baggage Fees * Description Required	
Parking* Description Required	
Public Transportation/Taxi * Description Required	
If TER is over the requested amount and funds are available:	<input type="checkbox"/> Process full amount <input type="checkbox"/> Process TA amount
Additional Funding * Indicate any additional funding outside of department travel allowance	
Speed Type:	Amount: