

Travel Expense Report

Please submit this form (with advisor signature) along with receipts and official pre-travel approval to the main office after travel. Taxable expenses must be submitted within **60 days** (a) of the transaction date, or (b) of the return date for flights and hotels, or (c) of the end of the conference for registration. Receipts should be submitted as separate images (not one document), must be itemized, and list the last 4 digits of a card used, otherwise they require a bank/card statement with the transaction highlighted as an addendum. If a receipt for an expense is unavailable, please provide an explanation. Students will not be reimbursed in excess of their annual travel/research budget even if the receipts exceed this amount.

Student's name: _____

Conference/Event name: _____

Travel destination: _____

Dates of travel (mm/dd/yy): _____ to _____

How much money have you already received from the department during the current fiscal year (starting July 1st)? _____

Conference registration/membership fees

Transaction Date	Item	Amount

Transportation fees

Transaction Date	Item	Amount

Meals

Transaction Date	Item	Amount

Hotel/Lodging fees

Transaction Date	Dates covered (from/to)	Establishment Name	Amount

Miscellaneous (poster printing, etc.)

Transaction Date	Item	Amount

Expense Total: _____

SIGNATURES AND ADVISOR APPROVAL

Student's signature

Today's date

Advisor approval: Advisor name and signature

Today's date