

**WASHINGTON UNIVERSITY**  
**TRAVEL EXPENSE STATEMENT**  
*(Receipts required for all expenses over \$30.00)*



Date Received \_\_\_\_\_  
 Doc Type & No \_\_\_\_\_  
 Departmental No \_\_\_\_\_  
**Social Security No** \_\_\_\_\_

**List All Expenses -- Including Prepayments**

Name: \_\_\_\_\_ Destination: \_\_\_\_\_ Dates: \_\_\_\_\_

Address: \_\_\_\_\_ Purpose: \_\_\_\_\_

	Date	Date	Date	Date	Date	Date	Date	Date	Totals
<b>Expenses</b>									
<b>Meals **</b>									
Breakfast									
Lunch									
Dinner									
<b>Totals</b>									

\*\* Meal breakdown needed only when meals exceed \$50.00

Foreign Exchange Rate Used: \_\_\_\_\_

-1041-36-0 -EE  
**Account #**

57923A  
**Fund #**

**Amount**

Airfare  
 Rental Car / Gas  
 Mileage ( ) x (.445)  
 Hotel Room / Tax  
 Registration  
 Limo / Tax / Parking  
 Telephone / Fax

**Supplemental Information:**

Missing Receipts:  YES  NO

Shared expenses with: \_\_\_\_\_

\* Additional expenses were incurred in support of sponsoring sources.

**\* Additional Expenses:**

- a) \_\_\_\_\_
- b) \_\_\_\_\_
- c) \_\_\_\_\_
- d) \_\_\_\_\_

**EXCEPTIONS:**

**Grand Total**  
*Outside Reimbursements*  
**Total / Departmental Limit**  
 Less (CR/TA):  
 CR # \_\_\_\_\_  
 CR # \_\_\_\_\_  
 TA Admin # \_\_\_\_\_  
 TA Admin # \_\_\_\_\_  
 Other \_\_\_\_\_

**Employee's Signature:**

*I have expended the amounts listed on behalf of Washington University and which are not reimbursable by other source not listed on this form.*

I owe Washington University  
 Washington University owes me

Traveler's Signature

Date

Approval Signature

Exception Approval

Washington University Social or Entertainment Expenses  
 (NOTE: Social expenses over \$50.00 require Dean's level approval)

Date	Names and Titles of Persons Attending	Type of Function (dinner, lunch, etc.)	Purpose	Amount
Notes:				