

## Accounting and Financial Services Expense Report Worksheet

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When submitting reimbursements, include the below on all the supporting documentation/receipts:  1. Date of Transaction 2. Amount 3. Payment Method (Include the last 4 digits for cards)  Purchased				Name:			
				SUID:			
Payment Type:	Direct Depos	it Check		Payee Type: Faculty/Staff Student	Other		
	Remittance (Requi						
Business	Purpose of Trave (Requi	el or Expense a	and DATE				
Mileage Reimbu Miles incurred (\$	ursement: 60.67/mile 2024 IR	RS Mileage Ra	te):				# of Miles Driven
				Summary Table			
Index Code	Fund Code	Org Code	Account Code	Account Description	Program Code	Activity Code	Amount
			710200	Auto Fuel			
			710600	Professional Dues & Memberships			
			710640	Employee Continuing Education			
			710700	Business Meals (Attendees required)			
			710720	Catering - Outside Vendors			
	711605			Office Supplies			
	711800			Air Travel			
			711805	Lodging			
			711810	Travel Meals (Attendees required)			
	711815		711815	Mileage			
			711820	Parking Charges			
	711825		711825	Conference Registration			
711830			711830	Taxicab/Uber			
			711845	Vehicle Rental			
All Signatures	and Dates are Re	equired				Total Exper	nses:
	aveler Signature			Date:			
Supervisor Signature:				Date:			

Supervisor Name:

Administrative Name:

## Accounting and Financial Services DAILY EXPENSE WORKSHEET

SUID:

	Travel and Expense Report Work Aid - Daily Expense Worksheet									
Date	<b>Business Meals</b>	Travel Meals	Catering	Auto Fuel	Lodging	Taxi/Uber	Air Travel	Vehicle Rental	Conference Registration	Other Expenses
TOTAL										

Do not include items paid on a Purchase Order or with a P-card.

List each individual receipt chronologically.

Meal Attendees (Only those that effect reimbursement):					

Links to policies and other forms:

Accounts Payable Direct Deposit Form Student Travel Form (Single)

Meal Allocation Tool Travel Checklist

Mileage Log Travel Request Form