



Samford University

Accounting and Financial Services DAILY EXPENSE WORKSHEET

When submitting reimbursements, please include the below on all the required documentation/receipts: 1. Date of Transaction 2. Amount 3. Payment Method (Include the last 4 digits for cards) 4. List of Services/Items Purchased	Name: (Printed)
	SUID:

Payment Type: Direct Deposit Check Payee Type: Faculty/Staff Student Other

Remittance Address

(Required)

Business Purpose of Travel or Expense and DATE

(Required)

Mileage Reimbursement:

Miles incurred (at 0.585/mile for 2022 IRS Mileage Rater): _____ # of Miles Driven

Summary Table

Index Code	Fund Code	Org Code	Account Code	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)			-
			711811	Meals - Foreign Per Diem (GEO only)			
			711815	Mileage			
			711820	Parking Charges			
			711825	Conference Registration			
			711830	Taxicab/Uber			-
			711845	Vehicle Rental			-
			712315	Recruiting Travel			

All Signatures and Dates are Required

Total of all charges _____

Employee Signature _____

Date (REQUIRED) _____

Supervisor Signature _____

Date (REQUIRED) _____

Supervisor Name _____

Administrative Name & Ext. _____

Date (REQUIRED) _____

REMINDERS:
 Refer to Travel and Expense Report Work Aid for detailed instructions on completion of this form.
 Student travel – only travel for university business is requested on this form. See Student Travel Procedure and additional required form on the Accounting & Financial Service department webpage.
 Accounting direct deposit is separate from Payroll. Please include direct deposit forms if not set up.
 Daily limit of individual meals is \$40 including tips. Tips are only reimbursable up to 20% of ticket.
 Mileage log is required for multiple trips. Google Maps or a mileage log will work for simple or one-way (and return) trips.

