

## Travel Expense Account Form Instructions

All Travel Expense Account Forms must be complete, accurate, approved and submitted to the Finance Department along with **original** receipts, agendas, and other backup documentation attached. A pre-formatted Travel Expense Form is available via the website for your convenience.

1. Name of Officer or Employee – Self explanatory
2. Address – Home Address
3. Date of Claim – Current date
4. Department – The area in which you work
5. Division – Self-explanatory
6. For Period – Date of Travel
7. Automobile – Carry forward from the second page the total number of miles arriving at your destination and returning from your destination
8. Subsistence – Self Explanatory
9. Tolls and Parking – Carry forward the total amount from the column on the second page
10. Tips – Carry forward the total amount from the column on the second page
11. Other Expense – Carry forward the total amount from the column on the second page minus any advance made to you or to an organization on your behalf, such as airfare and registration
12. Less Travel Advance – Any advance made to you or to an organization on your behalf, such as airfare and registration. It should be entered as a negative number.
13. Total Reimbursable Costs – amount due to the payee or, if advance was more than expenditures, amount to be returned.
14. Certificate of Payee – Payee is the person to be reimbursed.
15. Certificate of Head of Budget Unit – The signature of the head of budget unit that is responsible for paying for your trip
16. Date Column – List each date (MM/DD/YR) that you were in travel status
17. Hour of Departure and Arrival Column – Indicate the time in which you left and arrived at each destination. Must designate AM or PM. Accuracy is important for meal reimbursement purposes.
18. Territory Traveled Column – Show all points visited
19. Odometer Readings – Show your reading from the starting point until you reached your destination on the first day of travel. Show your readings from the starting point until your destination on the last day of travel.
20. Miles Traveled column – Indicate the total number of miles traveled on the first day of travel and the last day of travel.
21. Lodging – Indicate the total amount of the hotel bill per day.
22. Meals – Indicate the type of meal expense and amount incurred per day.
23. Tolls and Parking – Indicate the amount of expenses incurred per day for parking at the hotel, conference area and airport.
24. Tips – Indicate the amount of tips per day for baggage handling only.

25. Other Expenses – Indicate all other expenses not covered in the other columns which includes, but not limited to, registration, airfare, taxi, shuttle, vehicle rental, phone, and an advance to the traveler.
26. Totals – Self explanatory