

**STETSON UNIVERSITY COLLEGE OF LAW
TRAVEL EXPENSE REPORT**

* PAYMENTS MADE DIRECTLY BY SCHOOL INCLUDING VISA TRANSACTIONS MUST BE LISTED ON BACK

ATTACH ALL (ITEMIZED) RECEIPTS AND PREAPPROVALS

MUST BE FILED WITHIN 30 DAYS

Name: _____ Destination: _____

Employee ID # _____ Purpose: _____

Signature: _____ Budget Manager Sign: _____

Date: _____ Date: _____ ORG #: _____ PROG#: _____

EXPENSES INCURRED DURING TRIP Meals: (attach per diem) <https://www.gsa.gov/travel-resources>

<u>Date</u>	<u>Breakfast \$</u>	<u>Lunch \$</u>	<u>Dinner \$</u>	<u>Lodging</u>	<u>Airfare</u>	<u>Car Rental</u>	<u>TOTAL</u>
TOTALS:							
Accounts:	(70609)	(70609)	(70609)	(70603)	(70601)	(70606)	<u>Subtotal A</u>

Personal Automotive Mileage Expenses

<u>Date</u>	<u>From:</u>	<u>To:</u>	<u>Mileage</u>	<u>Rate</u>	<u>TOTAL</u>
				\$0.76	
				\$0.76	
(Account: 70602)				<u>Subtotal B:</u>	

Relocation Automobile Mileage Expenses

<u>Date</u>	<u>From:</u>	<u>To:</u>	<u>Mileage</u>	<u>Rate</u>	<u>TOTAL</u>
				\$0.24	
				\$0.24	
(Account: 71738)				<u>Subtotal C:</u>	

Registration Fees

<u>Date</u>	<u>Conference Title:</u>		<u>Amount:</u>	<u>TOTAL</u>
(Account: 70501)			<u>Subtotal D:</u>	

<u>Date</u>	<u>Specify:</u>	<u>Account #</u>	<u>Amount:</u>	<u>TOTAL</u>
			<u>Subtotal E:</u>	

TOTAL EXPENSES INCURRED (A+B+C+D+E): \$

**SIDE 2 PREPAID
NON-REIMBURSABLE EXPENSES**

THIS INCLUDES ALL SCHOOL VISA TRANSACTIONS & DIRECT PAYMENTS FROM STETSON
EXPENSES INCURRED DURING TRIP Meals: (attach per diem) <https://www.gsa.gov/travel-resources>

<u>Date</u>	<u>Breakfast \$</u>	<u>Lunch \$</u>	<u>Dinner \$</u>	<u>Lodging</u>	<u>Airfare</u>	<u>Car Rental</u>	<u>TOTAL</u>
TOTALS:							
Accounts:	(70609)	(70609)	(70609)	(70603)	(70601)	(70606)	<u>Subtotal F</u>

Registration Fees

<u>Date</u>	<u>Conference Title:</u>		<u>Amount:</u>	<u>TOTAL</u>
(Account: 70501)			<u>Subtotal G:</u>	

Miscellaneous Expenses: Internet, Parking, Tolls, Taxi, etc.

<u>Date:</u>	<u>Specify:</u>	<u>Account #</u>	<u>Amount:</u>	<u>TOTAL</u>
			<u>Subtotal H:</u>	

TOTAL PREPAID EXPENSES (F-G-H):

Policy Reminders:

Travelers may be reimbursed up to the standard per diem rate for meals as listed on the GSA website. For travel to more expensive cities, faculty or staff may be reimbursed up to the meals per diem set for the relevant city by the GSA, upon approval by the appropriate Budget Manager.

Stetson University College of Law is exempt from Florida State Sales and Use Tax.

Reimbursable expenses are for incidental costs incurred during the course of business.

Travel Expense Report must be **submitted** within **30 days** after the end of the trip, except that travel for June must be submitted by **July 15**.

Additional **Information Can Be Found** in the Policy Tech [Travel & Expense Policy](#)

TRIP'S GRAND TOTAL (A+B+C+D+E+F+G+H)	
MINUS PRE-PAID EXPENSES (F-G-H)	
MINUS CASH ADVANCES (attach cash adv request)	
TOTAL TO BE REIMBURSED/ OR OWED	