

**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

<u>Date</u>	<u>Breakfast \$7</u>	<u>Lunch \$12</u>	<u>Dinner \$20</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>
				\$0.445	
				\$0.445	
(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>	

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

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

SEE IMPORTANT POLICY REMINDERS ON BACK OF FORM.

TOTAL EXPENSES INCURRED (A+B+C+D+E): \$ _____
Must Complete Back Side of Form

**SIDE 2 PREPAID
NON-REIMBURSABLE EXPENSES**

THIS INCLUDES ALL SCHOOL VISA TRANSACTIONS & DIRECT PAYMENTS FROM STETSON

<u>Date</u>	<u>Breakfast \$7</u>	<u>Lunch \$12</u>	<u>Dinner \$20</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>				

Policy Reminders

Meal Reimbursements may be reimbursed up to \$40 per day or by GSA per diem rates upon prior approval

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 Travel and Business Expense Policy at :
<https://www.stetson.edu/law/policies/home/media/travel-and-business-expenses-pdf.pdf>

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