The University of the South
2025-2026 Faculty Travel and Business Expense Report Form

Invoice #____________________
For Treasurer's Office Use Only

NAME				**BANNER ID**	
Dates of Trip (mm/dd/yy)		to		Location	
Trip Purpose					
Fund Source #1					
Fund Source #2					

Total Mileage	
Total Lodging	
Total Meals & Incidentals	
Total Other	
Total Trip Expense	

Deduct Travel Allowance if Applicable	
Amount Due Employee	
Amount Due University (check or cash will be requested)	

CHARGE EXPENSE TO: To be completed by the Dean's Office

Fund/Account #	**Amount**

REIMBURSEMENT IS AUTHORIZED FOR ALL REASONABLE EXPENSES APPROPRIATE TO THE TRIP PURPOSE.

Employee's Signature or Typed Name **Date**

Approval **Date**

Revised 7.2025

Expense Itemization Worksheet

If more lines are needed for any of the expense types below, please attach a separate spreadsheet. A Sheets template can be found HERE.

USE OF PERSONAL AUTOMOBILE: (please attach route map with mileage)

Date (mm/dd/yy)	Start	Destination	Miles	Rate	Amount
				.70	
				.70	
				.70	
				.70	
				TOTAL	

LODGING: Receipts required. Deduct room service, restaurant, or parking charges from your bill and include in the M&IE or Other categories.

Dates (mm/dd/yy)	Hotel/Lodging Description	Amount
	TOTAL	

MEALS & INCIDENTALS: Enter a daily total for all meals (including snacks/coffee) and incidentals. Visit https://www.gsa.gov/travel/plan-book/per-diem-rates to find the per diem rate for your travel location. University Research Grants uses a standard $68/day per diem rate. The first and last day's travel will be reimbursed at 75% of the daily rate.

Date (mm/dd/yy)	Per Diem Rate	Amount Claimed
	TOTAL	

OTHER: Receipts required. This section should include airfare, registration fees, parking fees, ground transportation, etc.

Date (mm/dd/yy)	Description	Amount
	TOTAL	

Revised 7.2025