

**The University of the South**  
**FACULTY DEVELOPMENT GRANT REPORT (not for other professional expenses)**

**YOUR BANNER ID IS REQUIRED!** Your Banner ID is the 9-character code on your Sewanee ID, beginning with "B" or "C." Please complete on your computer, save as pdf, attach scans of any required receipts, and e-mail to Kristen Kleinfeld in the Dean's office ([krkleinf@sewanee.edu](mailto:krkleinf@sewanee.edu)). You may wish to keep a copy for your records.

**NAME** \_\_\_\_\_ **BANNER ID** \_\_\_\_\_  
Project Title \_\_\_\_\_  
Semester originally awarded \_\_\_\_\_ Fiscal year that funds apply to \_\_\_\_\_  
Dates of trip \_\_\_\_\_ to \_\_\_\_\_ Location (City, State/Country) \_\_\_\_\_  
Purpose \_\_\_\_\_

**USE OF PERSONAL AUTOMOBILE**

Date	Start	Destination	Miles	Rate	Amount
				<b>TOTAL</b>	

Lodging (receipts required; auto-filled from next page)	\$
Meals & Incidentals (receipts required; auto-filled from next page)	\$
Other (receipts required; auto-filled from next page)	\$
<b>Total Trip Expense</b>	\$
<b>Deduct Advance Travel Allowance, if applicable</b>	\$
<b>Amount Due Employee</b> (to be completed by Dean's Office)	\$
<b>Amount Due University</b> (check or cash will be requested)	\$

**CHARGE EXPENSE TO:**  
(Sum should equal Total Trip Expense from above)

FUND/ORG-ACCT (6-digit & 4-digit codes) (to be completed by Dean)	AMOUNT

A properly approved expense report is due in Accounts Payable within five working days after payee's return to campus. A second travel advance may be denied until settlement for the previous advance is made.

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

Note: add the date very last and then hit "enter" to confirm calculations. The program is sometimes inconsistent, so please feel free to check equations.

\_\_\_\_\_  
Employee's Signature (typed name) \_\_\_\_\_ Date

\_\_\_\_\_  
Approval \_\_\_\_\_ Date

## The University of the South Expense Itemization Sheet

**Lodging:** Please attach receipts or note if not available.

(Note: Deduct room service or restaurant charges if included on hotel bill; these are accounted for under "Meals & Incidentals," below.)

Dates	Hotel	Amount
<b>TOTAL</b>		

**Meals:** For Faculty Development Grants, **you must provide receipts** (scan and attach) and itemize expenses below.

Date	Breakfast	Lunch	Dinner	Other & Incidentals
<b>TOTAL</b>				

*For extended trips, please feel free to attach additional documentation.*

*"Incidentals" are "[F]ees and tips given to porters, baggage carriers, hotel staff, and staff on ships" (<http://www.gsa.gov/portal/content/104208#13>).*

**Other:** Please attach receipts or note if not available. (Note: These are notable one-time expenses, like program fees, airport parking fees, taxis to hotels, or airport shuttles.)

Date	Description	Amount
<b>TOTAL</b>		