

The University of the South
TRAVEL AND BUSINESS EXPENSE REPORT (not for Faculty Development Grants)

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). You may wish to keep a copy for your records.

NAME **BANNER ID**

Dates of trip _____ to _____ Location (City, State) _____

Purpose of Trip _____

If you attended a conference or other professional meeting, please check one:

- I had an assigned responsibility (e.g., presenter, panelist, officer).
- I was an attendee only (to be reimbursed up to 50% of expenses).

USE OF PERSONAL AUTOMOBILE

Date	Start	Destination	Miles	Rate	Amount
TOTAL					

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

CHARGE EXPENSE TO:
(Sum should equal Total Trip Expense from above, unless reimbursed at 75% rate.)

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

A properly approved travel 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.

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
TOTAL		

Meals & Incidentals

- **Receipts are not required.** Enter a daily total for all meals (including snacks/coffee breaks) and incidentals. If meals are included in your conference registration, please do not count them twice (either subtract from registration amount noted below or reduce the per diem).
- "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>).
- The daily total **cannot** exceed the standard per diem allowance.
- See <http://www.gsa.gov/portal/content/104877> for approved GSA per diem allowance. Note: First and last day of travel use 75% of GSA rate.

Date	Per Diem Allowance	Amount Claimed
TOTAL		

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

Date	Description	Amount
TOTAL		