University of the South
2026-2027 Faculty Travel and Business Expense Report Form

Name		**Banner ID**	

TRIP DETAILS:

Dates of Trip (mm/dd/yy)		to		Location	
Trip Purpose					
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)				

CHARGE EXPENSES TO:

Fund/Account #	**Amount**

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: Emburse contains a mileage calculator. Use specific addresses if possible.

Date (mm/dd/yy)	Start	Destination

LODGING: Itemized receipts required.

Check In	Check Out	Hotel/Lodging Description	Amount
		TOTAL	

FLIGHTS: Itemized receipts, including all flight details, are required.

Purchase Date	Airline	Ticket Class	Departure Date	Return Date	Amount
				TOTAL	

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MEALS: Itemized receipts are required for all food expenses. If guests were present, provide their names and the purpose of the meal.

Date (mm/dd/yy)	Meal Type	Merchant/Description	Amount
		TOTAL	

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

Date (mm/dd/yy)	Expense Type	Merchant/Description	Amount
		TOTAL	