

MILLIKIN UNIVERSITY TRAVEL EXPENSE REPORT

*All expenses must be itemized on the face of this report and documented by receipts.
Alcohol purchases will not be reimbursed without approval from the divisional Vice President.*

COSTS IN EXCESS OF THOSE ALLOWED BY IRS PUB 1542 (*PERDIEM RATES*) MUST BE SEPARATELY JUSTIFIED AND APPROVED.

REASON FOR TRAVEL: _____ DATE: _____ TO: _____
City State

PAYABLE TO & ID#: _____
(Please Print) Signature Date

ADDRESS: _____

MEALS AND LODGING (attach all receipts)

MISCELLANEOUS (attach all receipts)

Date	Day of Week	Breakfast	Lunch	Dinner	Room Cost
TOTAL		\$ -	\$ -	\$ -	\$ -

Public Transportation - Type: _____ \$ _____

Private Car: _____ miles @ .575 per mile \$ _____

Gasoline & Oil _____

Toll Charges _____

Telephone (business calls *only*) _____

Parking _____

Other: (describe below) _____

TOTAL MEALS AND LODGING LINE A

\$ -

TOTAL MISCELLANEOUS LINE B

\$ \$ -

TOTAL ALL EXPENSES LINES A & B

\$ 0.00

LESS CASH ADVANCE: (Check # _____ Dated _____) \$ _____

AMOUNT RETURNED TO *or* REQUESTED FROM MILLIKIN (Circle One) \$ 0.00

Expenses of persons with whom business is being conducted are not normally reimbursable. If, for some reason, an expense is paid on behalf of another person, an explanation must be submitted with the Expense Report, and approved by the President, VP, Dean, Director or Supervisor

REPORT EXCEPTION

The amount reported above includes costs for persons other than, or in addition to, myself as defined, detailed and explained below:

Cost for Other Person(s)	Name(s) of Other Person(s)	Why was cost borne by Millikin University?

APPROVALS

TOTAL EXPENSE APPROVED: \$ _____ (Must not exceed policy maximum)

ACCOUNT(S) TO BE CHARGED: _____

APPROVED BY: _____
President, VP, Dean, Director, Supervisor Date President, VP, Dean, Director, Supervisor Date