

# Travel Expense

\*\* For AP Use Only \*\*

Banner Invoice #

**Section 1: Traveler's Information - This form is used to process approved travel encumbrances for overnight travel once the official University business has occurred (Domestic and International).**

Date: _____	Encumbrance No.: _____
Traveler's Name: _____	Banner ID #: _____
Mailing Address: _____	Apt/Unit: _____ City: _____
State: _____ Zip: _____	Department Name: _____
Travel Destination: _____ (City & State)	Dates of Travel: _____
Conference Name: _____	Purpose of Trip: _____

**Section 2: Description of Expenses (For more information please visit: [Travel Policy](#))**

Date(s)	Items	Description of Expense (In Detail) (Examples: Hotel name, Conference, Registration, Airline name)	Miles Only	<a href="#">2022 IRS Mileage Rate</a>	Line Totals(s)
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Please note: Meals included as a part of the registration fee are deducted from the per diem payment.

Grand Total:

 Federal Per Diem Rates: [US per diem rates](#), [Foreign per diem Rates](#)

(Please attach original itemized receipts)

**Section 3: Account Information** (Account # 7215 for mileage expenses. Account # 7216 for all other travel expenses and employee travel. Account # 7217 for Student travel)

Index #	Fund #	Organization #	Account #	Program #	Approved Amount \$

**Section 4: Signature & Consent (Travel Expense form must be submitted within 10 business days after travel was completed.)**

I hereby certify that the travel and expenses indicated hereon, where incurred to accomplish official business pursuant to the travel authority granted to me by the Encumbrance number noted above:

Traveler Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section 5: Appropriate Approvals (Print and Sign)**

Department Head / Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Grants: \_\_\_\_\_ Date: \_\_\_\_\_

Accounts Payable: \_\_\_\_\_ Date: \_\_\_\_\_