



EXPENSE REPORT

Name _____ ID# _____ Date _____

Dates	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Totals
	Miles Driven							
From								
To								
To								
Mileage Reimbursement (.35)								
Parking and Tolls								
Auto Rental								
Taxi/Limo								
Airfare								
Lodging								
Breakfast								
Lunch								
Dinner								
Other								
Supplies/Equipment								
Phone, Fax, Postage								
Other								
Other								
Total Per Day								

DETAILED ENTERTAINMENT RECORD

Date	Item	Persons Entertained Business Relationship	Place Name & Location	Business Purpose	Amount
Purpose of Trip				Summary	
				M-7_____ Total Expenses	
				Less Cash Advance	
				Less Credit Card Charges	
				Amount Due Employee	
				Amount Due Company	
FUND/CENTER/ACCT:					

PREPARED BY _____ DATE _____ APPROVED BY _____ DATE _____
 AUDIT BY _____ DATE _____

Instructions for Completing the Expense Report

Name – ID# – Date

Mileage is reimbursed at \$.35 per mile. You will not be reimbursed for travel in the vicinity of Mt. Pleasant, or for commuting. If available, use the university pool cars.

If meals and other expenses are allowed, you must attach the original receipts. You will not be reimbursed for meals locally or when your destination is home. Be conservative when choosing lodging, and eat moderately when traveling. Snacks are not a reimbursed item.

Complete the next two sections of the report, give as much information as you can. If you don't know the Fund/Cost Center/Account leave it blank and it will be completed for you.

Sign the form and forward it to your department head for their approval, they will forward it to Accounts Payable.

Accounts Payable checks are written on Tuesdays. Deadline for check runs is noon, two days prior.

Expenses under \$20 can be reimbursed through petty cash. Bring this form and your original receipt to the Business Office.

If you have any questions, please call Accounts Payable, ext. 6207.