

STUDENT EXPENSE REPORT

Complete all parts of this form that are applicable to the expenses you are submitting.
If claiming reimbursement, enter actual amounts paid, not to exceed limits listed on reverse.

Student ID#		Reason for travel	Student Name	Address
IN-STATE				
OUT-STATE				

Date	Time	Daily Description/ Comments	Meals			Total all Meals	Mileage	Parking	Lodging	Total
			B	L	D					
TOTALS:										

Subtotal: _____

Cost Center: _____

Student Signature Date

Advisor Signature Date

Cost Center Supervisor Signature Date

Other Expenses:			
Date	Expenses Type	Comments	Total

GRAND TOTAL: \$

EXPENSE REIMBURSEMENT ALLOWANCES

TYPE OF EXPENSE	REIMBURSEMENT ALLOWANCE
State-owned vehicle not available	.625 cents per mile
State-owned vehicle denied	.585 cents per mile
Tolls and parking fees	actual cost
Commercial Transportation (air, taxi, rental car, etc.) plus reasonable gratuities	actual cost
Specially equipped personal van - provides wheelchair access	.66.5 cents per mile
Motorcycle	no reimbursement applicable
Personal aircraft	.57.5 cents per mile
Overnight lodging	actual reasonable cost
Laundry and/or dry-cleaning after 1 week in travel status	actual cost; not to exceed \$16 per week
Work-related long distance calls	actual cost
Personal telephone calls	actual cost up to maximum number of nights away X \$3.00
Special expenses (e.g. conference fees, banquet tickets)	actual cost with prior approval
Meals plus reasonable gratuities	actual cost up to maximums
>breakfast (in travel status overnight or leave home before 6 am)	
>lunch (in travel status and more than 35 miles from work station)	breakfast - \$ 9.00 \$11.00*
>dinner (in travel status overnight or return home after 7 pm)	lunch - \$11.00 \$13.00*
	dinner - \$16.00 \$20.00*

Milage reimbursement is for direct route from either home or campus to destination, whichever is closer.

Breakfast (must leave home before 6:00 AM or have an overnight stay)

Lunch (may be claimed if you are more than 35 miles from permanent work station and/or an overnight stay)

Dinner (may be claimed if you are more than 35 miles from permanent work station and/or an overnight stay)

Cost of meal includes tax and a reasonable gratuity

* If traveling to out of state metro areas if applicable.