

UNIVERSITY OF THE INCARNATE WORD

General Travel Expense Report

Prepare in Duplicate

Submit original with approval information, estimate of trip costs, and advance request, if any. Submit second copy with receipts after travel.

Approval information is to be completed at least one month **prior** to actual travel, when trip is approved: (See reverse side for Policy).

PERSON ATTENDING: _____ SCHOOL ID #: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

OFFICIAL DATES OF EVENT: _____ PLACE OF EVENT: _____

NAME OF EVENT / BUSINESS PURPOSE: _____

THIS TRIP IS PROPERLY BUDGETED IN BUDGET NO: _____ - 7202 - _____

Signature: _____
(Traveler - Print and Signature) (Date)

Approved By: _____
(Immediate Supervisor - Print and Signature) (Date)

Approved By: _____
(Dean or Vice President - Print and Signature) (Date)

COMPLETE ESTIMATE COLUMN PRIOR TO ACTUAL TRAVEL: (Remainder of form is to be completed after traveling).

See instructions on reverse

1. Airfare (* no advance)
2. Registration fees (* no advance)
3. Lodging (see limits)
4. Auto mileage
5. Meals (see daily limits)
6. Other (including taxi, parking, car rental)
7. TOTAL (lines 1 – 6)
8. TOTAL ADVANCE REQUESTED

FOR USE PRIOR TO TRAVEL	COMPLETE THIS COLUMN AFTER TRAVELING
Column A Estimated Cost	Column B Actual Cost
*	
*	

Final Settlement After Travel:

9. Less amounts paid directly by University:
 - (a) Airfare (PO#/Check# _____)
 - (b) Registration fees (PO#/Check# _____)
 - (c) Lodging, meals, other (PO#/Check# _____)
 - (d) Total advance (line 8) (Check# _____)
 - (e) Total paid directly (a + b + c + d)

10. YOUR REIMBURSEMENT: If expenses (7) exceed amounts paid by Univ. (9e).
11. CASH RETURNED TO UNIV.: If amounts paid by Univ. (9e) exceed expenses (7).

AFTER TRAVEL:

COMPLETED FORM (WHETHER REIMBURSEMENT IS REQUESTED OR CASH IS RETURNED) MUST BE SUBMITTED TO ACCOUNTS PAYABLE.

Signature: _____
(Traveler - Print and Signature) (Date)

Approved By: _____
(Immediate Supervisor - Print and Signature) (Date)

Approved By: _____
(Dean or Vice President - Print and Signature) (Date)

SEE REVERSE SIDE OF THIS FORM FOR DETAILED EXPLANATION OF POLICIES

White Copy – Budget & Advance / Accounts Payable Yellow Copy – Settlement / Accounts Payable Pink Copy - Traveler

GENERAL INFORMATION

Authorization: Prior to ordering tickets and services related to this event, a copy of this General Travel Expense Report should be approved by the authorizing Dean or Vice President identifying the proper budget where the travel has been provided for and is to be charged. A copy of this General Travel Expense Report should be submitted to Accounts Payable prior to travel.

Settlement: You must return this completed General Travel Expense Report to Accounts Payable no later than ten (10) days after return of travel. Please attach all **original documented** receipts for all expenditures and a copy of the agenda from any meeting/conference you attended. You must use an Expense Summary Form to organize and document your receipts.

FULL REIMBURSEMENT IS MADE WITH THE EXPECTATION THAT REALISTIC BUSINESS EXPENSES ARE INCURRED. No reimbursement will be made if there are any previous outstanding travel settlements. Any reimbursement is limited to travel budget allocations by your department.

Reimbursement is made only for the expense of the authorized University employee. If others accompany the employee, the employee is reimbursed only for his/her own share of the expenses incurred. If several employees travel together, each must make an individual report of his/her share of the expenses, attaching copies of necessary receipts and calling attention to the total of hotel expenses incurred.

Personal Expenses: (i.e. expenses that may have been occasioned by the trip, but are not necessary to it) for entertainment (i.e. movies in hotel room), alcoholic beverages, reading matter, cigarettes, expensive personal phone calls, valet parking, etc., are not subsidized by the University.

INSTRUCTIONS:

- Line 1 **Air Travel** should be by the most ordinary and economical means. Plane tickets should be ordered on account from the University's designated travel agency through your division representative. See the Financial Procedures Manual for the complete policy related to air travel. Tickets purchased and delivered by other means are the personal liability of the traveler and may be reimbursed upon completion of the travel, and submission of a completed General Travel Expense Report.
- Line 2 **Registration fees** are to be paid by a University check payable to the sponsor, or we will reimburse you upon completion of your travel if you choose to pay cash and submit a receipt. We will not advance you cash to pay registration fees.
- Line 3 **Lodging** It is expected that lodging will be sought at reasonable rates. This can often be accomplished by staying at a nearby hotel or motel other than the convention hotel. When sharing rooms, please report your own share of the room cost. Reimbursement is limited to the number of nights authorized for the meeting. A check may be issued by Accounts Payable in advance of travel payable to the hotel. You may request an advance for lodging only if you intend to pay cash. The University will reimburse you for one (1) personal call per day not to exceed fifteen (15) minutes. **The itemized statement from the hotel is required (including details of phone calls charged to the room with identification of individuals called); credit card receipts are not acceptable.**
- Line 4 **Auto Mileage** Auto mileage is based on IRS rates. Please check www.irs.gov/taxpros/article/0,,id=156624,00.html for current rate. Allowance is currently set at .56 cents per mile. For short trips you are encouraged to travel by car, generally plane travel is more economical for longer trips. Maximum mileage allowance is the amount of a round trip airline coach fare, plus car rental (if necessary). Mileage will not be reimbursed if you submit actual auto expenses (i.e. gasoline).
- Line 5 **Meals** This will be for the traveler's share of actual meal costs, up to \$40.00 per day without receipts (Breakfast \$8, Lunch \$10, Dinner \$22). You will not be paid a per diem for meals provided as part of a meeting or conference. Detailed receipts are required for days meals exceed \$40.00 (summarized credit card receipts are not acceptable). Reimbursement according to the above pattern will be made for actually incurred meal expenses for one day more than the number of nights authorized for the meeting. Also include meals for entertainment while traveling on this line.
- Line 6 **Other expenses** include taxi, parking, car rental and reasonable tips. Receipts are required except for reasonable tips. The University has accounts with Hertz, Avis and Enterprise. A purchase order is required for billing to Accounts Payable.
- Line 7 Please total item 1 through 6 here. If you are requesting an advance continue to line 8.
- Line 8 We will only advance you funds provided you intend to pay cash. Leave blank if you are not seeking an advance.
- Line 9 Please list items paid or charged directly to the University; 9(e) should be the total of (a) through (d). Include any amounts that were charged on your University credit card.
- Line 9(d) Please copy item 8 column A in this box if you received an advance.
- Line 10 We will reimburse you for expenses you paid in excess of any funds that we have advanced to you.
- Line 11 If your cash advance exceeds the expenses for which you paid, then please pay this amount to the Business Office; attach the cash receipt to this report and submit to Accounts Payable.