

La Salle University

Travel Expense Report

TRAVELER'S NAME:	UNIVERSITY I.D. NO.:	DEPARTMENT:	PHONE:
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DESTINATION AND PURPOSE OF TRIP:

YEAR	ENTER MONTH/DAY TO THE RIGHT	SUN	MON	TUE	WED	THUR	FRI	SAT	TOTAL
		__ / __	__ / __	__ / __	__ / __	__ / __	__ / __	__ / __	
PRIVATE	# OF MILES								
AUTO									
RATE	DUE								
COMMERCIAL ROUND-TRIP TRANSPORTATION									
LODGING									
TAXI/LIMOUSINE/ PUBLIC TRANSPORTATION									
MEALS - BREAKFAST									
- LUNCH									
- DINNER									
TIPS									
CONFERENCE FEES									
OTHER (DESCRIBE)									
OTHER (DESCRIBE)									

INSTRUCTIONS ARE PRINTED ON REVERSE SIDE	TOTAL EXPENSES	1	\$
	LESS:		
	- EXPENSES LISTED ABOVE WHICH WERE CHARGED AND WILL BE PAID SEPARATELY	2	(\$)
	SUBTOTAL	3	\$
	CASH ADVANCES	4	\$
	IF LINE 3 IS GREATER THAN LINE 4, SUBTRACT LINE 4 FROM LINE 3: AMOUNT DUE TO THE FACULTY/STAFF MEMBER	5	\$
IF LINE 4 IS GREATER THAN LINE 3, SUBTRACT LINE 3 FROM LINE 4: AMOUNT DUE TO LA SALLE UNIVERSITY	6	\$	
			RECORD DEPOSIT <input type="checkbox"/>

BUDGET ACCOUNT NUMBER													AMOUNT	
FUND			ORGANIZATION				ACCOUNT				PROG.			
													TOTAL	

CERTIFICATION

I certify that the above expenses were incurred in connection with University business and that no portion of claimed expenses has been or will be reimbursed from other sources.

TRAVELER'S SIGNATURE X	DATE	DEPARTMENT HEAD X	DATE
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FOR COMPTROLLER'S OFFICE USE																
TRAVEL ADVANCES	1	0	0	0	0	0	0	0	0	0	0	1	3	3	8	5
COMPTROLLER'S OFFICE														DATE		

GENERAL INFORMATION ABOUT TRAVEL EXPENSES

TRAVEL ARRANGEMENT:

University business related travel arrangements should be made through the University designated travel agency in accordance with the University Travel Procedures and Policy.

METHOD OF PAYMENT:

Payment for expenses incurred may be made by credit card, personal checks, or cash. The American Express Corporate Card is the preferred method of payment.

ALLOWABLE EXPENSES:

Allowable expenses include transportation, lodging, meals and other necessary expenses incurred by faculty and staff while traveling on approved University business. Reimbursement for the use of personal automobiles will be at the announced current mileage rate. Parking fees and tolls are reimbursable expenses. Gasoline, insurance, maintenance, and repairs costs are included in the per-mile reimbursement rate and therefore are not reimbursable. Traffic violation fines are not reimbursable.

UNALLOWABLE EXPENSES:

Unallowable expenses include: personal entertainment, conference optional events such as golf outings, etc., spouse related costs unless he/she is a participant in a conference, excessive personal phone calls, cost or losses due to negligence, and travel or flight insurance beyond that allowed in the Travel Policy.

RECEIPT REQUIREMENTS:

Internal Revenue Service regulations require that supporting documentation be provided for expenses associated with payment or reimbursement for travel related expenses, otherwise these regulations require the University to report such payments as taxable income to the traveler. Therefore, wherever possible all expenditures should be supported by original receipts. These would include the "cardholder's copy" of credit card transactions and the "passenger's copy" of airline tickets. A written explanation should be provided for individual expenditures exceeding \$25 that are not supported by a receipt.

TRAVEL ADVANCES:

Since most travel related expenses can be charged to the American Express Corporate card this is the preferred method of handling them. However, when out-of-pocket charges are expected to be significant (usually in excess of \$50) and when approved by the traveler's department head, travel advances can be arranged through the Bursar's Office. Advances in excess of \$250.00 require the approval of the dean, provost or vice president. Travel advances should be reconciled and excess funds, if any, returned within 30 days of completion of the trip. **IMPORTANT NOTE:** In all cases, even where there are no funds due to the traveler or the University, the Travel Expense Report must be presented to the Bursar's Office in order to clear the advance from the traveler's accountability.

Advances can be picked up by presenting a completed Petty Cash Voucher form to the Bursar's Office. Generally, travel advances should not be picked up more than 5 days before the scheduled travel. **IMPORTANT NOTE:** IRS regulations require that advances which have not been reconciled upon completion of the travel must be reported as taxable income on the W-2 statement. Travel expense reconciliations are accomplished by the presentation of this form to the Bursar's Office upon the completion of travel.

FORM PREPARATION INSTRUCTIONS

1. Please print or type all information
2. Reports should be filed within 30 days of trip completion.
3. Where practical, all expenditures should be supported by original receipts. Please organize and secure receipts to an 8 1/2 X 11 attachment page. Please provide explanations for expenditures in excess of \$25 not supported by a receipts.
4. This is intended to be a composite report. Please report all expenses associated with a trip on one report form. Please deduct in the appropriate section of the form any advances received and any amounts that were either paid directly by the University, such as a conference registration fee, or amounts that have been charged and will be paid separately. In the case of reimbursement for local travel auto mileage may be accumulated and reported on one form for multiple trips.
5. Take the completed report to the Bursar's Office. Payment should be made for any amount due to the University. Any balance due to the traveler will be distributed by the cashier upon receipt of the completed Travel Expense Report in the Bursar's Office.
6. Expense reports should be signed by the traveler and approved by the department chair or department head responsible for the budget to which the expense is being charged.