

DEPARTMENT OF COMPUTER SCIENCE

**EXPENSE REPORT**

DATE

|            |  |                   |  |           |  |
|------------|--|-------------------|--|-----------|--|
| Name       |  | Conference Name   |  | Index #   |  |
| Address    |  | Dates of Travel   |  | P.I. name |  |
| City/State |  | Location          |  |           |  |
| Banner ID  |  | Reason for Travel |  |           |  |

**Please indicate clearly the currency if it is not in US dollars**

| Date M/D/Y | Miles travelled personal car | Air, Rail, Bus, etc. | Car Rental | Auto exp. Gas etc. | Taxi, Limo, etc. | Parking & Tolls | Meals (itemized business) |       |        | Conference registration | Lodging | Other items | Daily totals |
|------------|------------------------------|----------------------|------------|--------------------|------------------|-----------------|---------------------------|-------|--------|-------------------------|---------|-------------|--------------|
|            |                              |                      |            |                    |                  |                 | Breakfast                 | Lunch | Dinner |                         |         |             |              |
|            |                              |                      |            |                    |                  |                 |                           |       |        |                         |         |             |              |
|            |                              |                      |            |                    |                  |                 |                           |       |        |                         |         |             |              |
|            |                              |                      |            |                    |                  |                 |                           |       |        |                         |         |             |              |
|            |                              |                      |            |                    |                  |                 |                           |       |        |                         |         |             |              |
|            |                              |                      |            |                    |                  |                 |                           |       |        |                         |         |             |              |
|            |                              |                      |            |                    |                  |                 |                           |       |        |                         |         |             |              |
|            |                              |                      |            |                    |                  |                 |                           |       |        |                         |         |             |              |

1. Please complete a separate expense form for each leg of your trip if multiple destinations are indicate.
2. Itemized receipts are required, including but not limited to a hotel folio, airplane ticket, and air travel itinerary. Attach all receipts. Unless meal per diem is allowable, detail of food items must be indicated on meal receipts.
3. Traveler is responsible for completing State Travel Authorization Form prior to any official trip, even if no reimbursement is necessary.
4. Traveler bares the sole responsibility for providing the College with all original receipts and agrees to provide any additional information required by State guidelines.