

Traveler's Name		Destination(s)	
Employee ID (M Number)		Exchange Rate Used	
Department		Date of Departure	Time of Departure
		Date of Return	Time of Return
Index		Name(s) of others on trip	
Address to which check is to be sent		Purpose of trip & benefits derived to the University	
		List Procurement Card charges and Amounts	

WEEK 1	SUN	MON	TUES	WEDS	THURS	FRI	SAT	TOTAL
Date >>								
City for lodging >>								
Daily meal per diem for city >>								
Breakfast								
Lunch								
Dinner								
Lodging								
Trans. Common Carrier								
Taxis and Limousines								
Banq/Meals - Attachment								
Registration Fees								
Tolls/Parking								
Telephone								
Car Rental/Gas								
Tips								
Other								
(Explain on receipt or memo)								
EXPENSES >>								

PERSONAL CAR EXPENSES					CASH SUMMARY	
Click here for distances from Houghton					Subtotal Expenses	
From	To	Miles	Rate	Subtotal	Personal Car Expenses	
					Total expenses this trip	
					Cash advances received	
					Due traveler	
					Due MTU (attach cash receipt)	
Vicinity Mileage			Miles	Rate	Subtotal	
If greater than 100 miles, attach log				Total		

CERTIFICATION AND APPROVAL			
<p>I, the undersigned, hereby certify that the above listed expenses were actually incurred by me for University purposes as allowed by University policies and procedures. No reimbursement has been received or is anticipated from any third party and if received, will be immediately forwarded to the University. I UNDERSTAND THAT CERTAIN EXPENSES MAY BE TAXABLE AND THAT THE APPLICABLE FICA, FEDERAL, AND STATE TAXES WILL BE WITHHELD FROM A FUTURE PAYCHECK.</p>			
Signature of traveler	Date	Signature of Department Chair or higher	Date
Prepared by			

