

SABSC EXPENSE REPORT
Form Required for all Travel Related Expenses

Expense Report #

Today's Date:	<u>Business Purpose of Expense:</u> (circle one)	
Department/ RSO:	Conference	Contract Services
Contact Name:	Printing	Dues/ Membership
Tel #:	Reimbursable Off. Exp.	Profess. Independent Svcs.
Email:	Travel	Licensing/Permit Fees
Additional info:	Univer. Spons. Function	Other

Description of Expense

#Days: Destination: Beginning: Ending:

PART 1 of 4: TRANSPORTATION EXPENSES

Date(s)	Mode	From: City/ State	To: City/ State	Round Trip (Y/N)	Miles	Rate	Amount
							\$
							\$
							\$
							\$

Transportation Subtotal 1 \$

PART 2 of 4: TRAVEL EXPENSES

Date(s)	Location	Lodging \$	Breakfast \$	Lunch \$	Dinner \$	Miscell. \$	Description of Expense	Total for Date
								\$
								\$
								\$
								\$
								\$
								\$
								\$
								\$

Travel Expenses Subtotal 2 \$

PART 3 of 4: OTHER EXPENSES

Date(s)	Location	Description of Expense (including attendees)	Amount
			\$
			\$
			\$
			\$

Other Expenses Subtotal 3 \$

PART 4 of 4: SETTLEMENT

Total Travel Expenses (1+2+3): \$

Less: Advances from BC: \$

Total Amount to be Reimbursed: \$

How to Ensure Effective Processing

- An Expense Report must be completed for all travel related reimbursements
- Fill out the Expense Report completely and legibly. The form can be filled out on-line and printed
- Fill in as much information as possible
- Complete Part 1 for transportation expenses
- List travel related lodging and meal expenses in Part 2
- For all other expenses, fill out Part 3
- Total the expenses at the bottom of the sheet in Part 4
- The Expense Report total must match the total of the receipts and the total amount written on the form
- For more information, see the instructions on the back of the request form