

TRAVEL APPROVAL AND EXPENSE REPORT

TRAVEL EXPENSES (To be completed after travel is completed)

Full Name: _____

Please convert foreign currency to US dollars

Destination: _____

Date	Time* Depart/ Return	Travel Point	Transportation			Lodging	*Meals	Miscellaneous			
			Common Carrier	Other				Amount	Explanation		
				Amount	Explanation						
<p>*Reimbursement of meals on day of departure & day of return is equal to 75% of F.S.M.A. If meal is included w/hotel or conference, meal must be deducted from F.S.M.A. No Meals will be reimbursed for the traveler unless the traveler is away from home for more than twelve hours and lunch is not provided.</p>											
Total									Total Expenses \$		
Other Employees Traveling in Same Car/Other Comments						Total to be Paid by CSU		\$			
						Less Prepayments(s) Including PCard charges and previous reimbursements		\$			
						Balance Due Employee		\$			
<p>Traveler's Certificate: I certify that all statements made heron are true, that all expenses are for official University business, and, If traveling by personal car, I carry auto liability insurance pursuant to ORC Section 4509.51</p>				Account(s) to be Charged:							
				Account	Fund	Org	Prog	Subclass	FY	Grant	\$
											\$
											\$
Signature				Date							