

# TRAVEL EXPENSE REPORT



IMPORTANT INFORMATION IS LISTED ON THE REVERSE SIDE

NAME		DEPARTMENT					DATE
EMAIL		TELEPHONE				MAIL CODE	
PURPOSE OF TRAVEL							
DATE							
<b>REQUIRED:</b> 1st Day Start Time & Last Day End Time; AM/PM							
CITY							TOTALS
(1) Air/Train Fees							
(2) Breakfast							
(3) Lunch							
(4) Dinner							
(5) Hotel/Lodging							
(6) Ground Transportation							
(7) Personal Auto Reimbursement							
(8) Parking							
(9) Registration							
(10) Telephone/Internet							
(11) Other; Explain on back							
<b>(12) TOTAL EXPENSES</b>							

MAILING ADDRESS:  
(REQUIRED)


Less Travel Advance Req#	
Less Pcard Amount:	
(13) Net Due to Traveler:	
<b>OR</b>	
(14) Net Due to LMU:	
<b>NOTE: ATTACH CHECK PAYABLE TO LMU</b>	

Important information regarding travel expenses and required explanations are listed on the back

OFFICE USE ONLY	Budget Account #	Amount

RECEIPTS ARE REQUIRED FOR ALL ITEMS EXCEPT TIPS. EXPLANATION REQUIRED FOR ITEM 11 (on reverse side)

I hereby certify that the expenses reported above are, to my knowledge, true and correct and were incurred by me in the performance of University business. I have reviewed the Travel Policies and I am in compliance.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Dean Approval: \_\_\_\_\_

Date: \_\_\_\_\_

# TRAVEL EXPENSE REPORT- CONTINUED



PROVIDE EXPLANATIONS FOR ITEMS 6, 7 AND 11 OF EXPENSE REPORT HERE.

ITEM#	DATE	AMOUNT	EXPLANATIONS (Required for item # 11)

## TRAVEL EXPENSE REPORT INFORMATION

- A. Original receipts and/or other substantiation must accompany the expense report to obtain reimbursement. Please note that documentation requirements are for your benefit, to insure the IRS does not attribute taxable income to you personally.
- B. As of Jan. 1, 2009, the IRS allows for personal vehicles used on University business, mileage reimbursed at the rate of 55 cents per business mile.
- C. Meals will be reimbursed at the actual cost up to: \$12.00 breakfast, \$18.00 lunch and \$30.00 dinner. Meals will be allowed on average of \$60 per day per trip (including gratuities). Please see **Travel Policy**.
- D. All totals must be completed.
- E. The report must be signed by both the employee and the BCLA Dean.
- F. Any report not meeting the above criteria will be returned.

FOR OFFICIAL USE ONLY

COMMENTS: