

CAO-21
MINNESOTA STATE UNIVERSITY, MANKATO
NON-STATE EMPLOYEE REIMBURSEMENT REPORT

October 2001

Payee Name _____
 Home Address _____

 Soc. Security No. _____

DEPARTMENT USE ONLY									
Cost Center No.					Object				

Date	Reason for Reimbursement	Itinerary		Trip Miles	Total Trip and Local MI.	Meals			Lodging	Fare Air, RR, Bus	Other Reimbursable Expenses (Itemize)	Total Daily Expenses
		Time	Location			B	L	D				
			Departure									
			Arrival									
			Departure									
			Arrival									
			Departure									
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			Departure									
			Arrival									
			Departure									
			Arrival									
					Total					Enter Total Mileage Expense		
					Total Trip & Local	Total Mi.	Rate	Subtotal				Total Expenses

ALL EXPENSE REPORTS MUST BE SIGNED

I declare under the penalties of perjury that this claim is just and correct and that no part of it has been previously reimbursed to me.

Adobe Acrobat Only

Non-State Employee Signature _____ Date _____ Phone _____

Approved: Based on knowledge of the necessity for travel and other expenses and on the basis of compliance with all provisions of Minnesota State University, Mankato Regulations.

Authorized Departmental Signature _____ Date _____ Work Phone _____

DEPARTMENT USE ONLY			
Honorarium Purchase Order #	Non-State Employee Type (check one)		
_____	<input type="checkbox"/> MSU Student	<input type="checkbox"/> Mentor	
(if applicable)	<input type="checkbox"/> Interviewee	<input type="checkbox"/> Other:	
	<input type="checkbox"/> Speaker/Entertainer		

BUSINESS OFFICE USE ONLY						
MNSCU PAYMENT VOUCHER TRANSACTION ENTRY						
Occur Date	_____	Description:	_____			
Tran Desc PO#	_____	<- (11 digits)				
Vendor Nbr	_____	Single Check Flag	<input type="checkbox"/>	Default = N		
State Agency?	_____	* Default = N	<input type="checkbox"/>	**		
Process Date	_____	PV Type Code				
Print Date	_____	Data Entry Only:				
Vend. Invoice	_____	(EN Decrease transaction#)	_____	(Input date)		
		(PV transaction#)	_____	(Input Date)		
FY	Cost Center	Title	Object	Title	Amount	D/C

Business Office – Original with signatures Department – Photocopy Non-State Employee – Photocopy

This form available online at: www.mnsu.edu/busoff/forms