MINNESOTA STATE UNIVERSITY, MANKATO

Business Services - Original with Signatures Department - Photocopy

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

August 2009

Employee Name

EMPLOYEE EXPENSE REPORT

Home Address (Include City, State and Zip Code)

11		
#		
11		

Employee ID (Same Number Used on Payroll Stub)

Reason for Travel/Misc. Reimbursement							Department						Mail C	Mail Code Barg L			
•	a private car for out-of-state travel, to exceed this amount \$	please attach quo	te of the lowes	st round trip airfa	are availab	le.	In	nternational Tra	avel Exchange Ra	ate (if applicable)	<u>:</u>						
Travernor	to exceed with difficulty \$								_								
Date	Date Daily Description/Comments	ITINERARY		ME	Me MEALS √ one da			Lodging	Personal	Conference Registration	Parking	Trip	Total Trip and	Mileage	Mileage	Total	
		Time (Rqd for Meal	Reimb.)	Location	В	L D	trips only	trips only		Telephone	Fee		Miles	Local Mi.	Rate	Amount	
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							Total	Total	Total	Total	Total	Total		Total Mi.	Rate	Total	Subtota
											OTHER EXPENS	SES - See reve	erse for list	of Expense	Types		
							Descript										
	dvance amounts shown. I AUTHOR					paiu ex	cept with rest	pect									
State emp	oloyees and other officials using sta	te funds traveling	on state busin	ess and using c	ommercial	airlines	cannot claim										
frequent fl	lyer mileage as their own. Employee	es must certify tha	t they have no	t claimed freque													
when they	apply for travel reimbursement. A	ny benefits receive	ed belong to the	e state.													
		T _P)ate		Work F	Phone		1	<u> </u>	<u> </u>	Gr	and Total: Sul	ototal from	above plus	total of all C	ther Expenses	Grand Tot
Employee S	Signature	ا															
Employee S	Signature																<u> </u>
Employee S	Signature							Pa	yment Methods	s (Check all that	; apply)		FUI	NDING SOU	RCES (Requ	ired)	
			avpance and -	n the basis of s	ampliance:	with all	provisions of	Pa PO#	-	s (Check all that	apply)	Travel Type		NDING SOU Cost	RCES (Requ Center	uired) Dollars	
Approved:	Signature Based on knowledge of the neces travel regulations.		expense and o	n the basis of co	ompliance v	with all p	provisions of			s (Check all that	apply)		e (√)	Cost		1	
Approved: applicable	Based on knowledge of the neces	sity for travel and	expense and o	n the basis of co	ompliance v		provisions of	PO# CAO	35#	s (Check all that	apply)	() Prof Dvlp	e (√) / Contract	Cost		1	
Approved: applicable	Based on knowledge of the neces travel regulations.	sity for travel and	•	n the basis of co			provisions of	PO# CAO		s (Check all that	apply)		e (√) / Contract	Cost		1	

Less Advance

Advance / Reimbursement Settlement