Travel Expense Statement Form Instructions

A Washington University representative will complete the details of the travel expense statement based upon your receipts and the outlined allowable travel expenses.

Please **ONLY** complete the following fields on the Travel Expense Statement Form:

- Name
- Address
- Start date
- End date
- Traveler's Signature

All required fields are marked in yellow.
## Travel Expense Statement

### Invited Speaker - National Memory in a Time of Populism Conference

<table>
<thead>
<tr>
<th>Date</th>
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**Actual Meal Costs:**

- **Breakfast**
- **Lunch**
- **Dinner**

**Other or Non-Itemization of Meals <$50**

**Alcoholic Beverages (36-87)**

1. **Total Actual Meals (a)**
2. **Meal and Incidental Exp Per Diem (a)**
3. **Airfare**
4. **Lodging**
5. **Automobile Rental / Gas**
6. **Mileage**

<table>
<thead>
<tr>
<th>Rate</th>
<th>Miles</th>
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6. **Registration Fees (36-05)**

7. **Ground Transportation / Parking**

8. **Telephone / Internet**

9. **Tips (exclude tips included with line 1 & 10)**

10. **Entertainment/Bus Exp. (35-53) (b)**

11. **Other Travel (36-87)**

<table>
<thead>
<tr>
<th>AMOUNT</th>
<th>LC</th>
<th>DEPT</th>
<th>BUOB</th>
<th>SR CODE</th>
<th>FUND</th>
<th>Total Expenses</th>
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<td>Less Non-WU Reimbursement</td>
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<td>Department Limit (if applicable)</td>
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<td>TA # &amp; Amount</td>
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<td>Other Reimbursement Amount</td>
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<td>Travel Expenses Paid for by the procurement card (c)</td>
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<td>I owe Washington University</td>
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<td>Washington University owes me</td>
</tr>
</tbody>
</table>

**Expenses by Account**

- **Total Expenses by Account**
  - **Less Non-WU Reimbursement**
  - **Subtotal**
  - **Department Limit (if applicable)**
  - **Less**
  - **TA # & Amount**
  - **CR # & Amount**
  - **Other Reimbursement Amount**
  - **Travel Expenses Paid for by the procurement card**
  - **I owe Washington University**
  - **Washington University owes me**

**Signature and Approval**

Signatures certify that costs incurred for the trip comply with all aspects of the Travel Policy and/or any sponsoring agency requirements, if applicable.

**Remarks (not printed on check)**

- **Traveler's Signature**
  - Date

- **Approval Signature**
  - Date

**Exception Approval**

**Exception Approval Explanation**

- **Approval Printed Name and Title**
- **Exception Approval Printed Name and Title**

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**Notes:**

- **Valid: Daily Rate**
- **Alcoholic Beverages must always be split out.**
- **Not required when claiming M&E per diem.**
- **Travel to multiple cities in the same trip.**
- **Entertainment/Bus Expenses**
- **Procurement Card Expenses**
- **Non-USA destinations must be entered in MyTrips.**

**Last Updated 3/15/18**