

# SIMMONS UNIVERSITY TRAVEL RELATED EXPENSE REPORT

Note Cost Center and related worktags here:

Name \_\_\_\_\_ Dept. \_\_\_\_\_  
First M Last

Simmons ID# \_\_\_\_\_ Purpose of Expense \_\_\_\_\_

SECTION I: TRANSPORTATION									
<input type="checkbox"/> NONEMPLOYEE (520310) <input type="checkbox"/> EMPLOYEE (520300)									
Date	From	To	Air Fare	Taxi	Mileage Personal Auto Miles Rate	Toll Charge	Parking	Other	Total Expenditure
						@			
						@			
						@			
						@			
						@			
						@			
<b>SECTION I TOTAL</b>									

SECTION II: LODGING & MEALS							
<input type="checkbox"/> NONEMPLOYEE (520315) <input type="checkbox"/> EMPLOYEE (520305)							
Date	Name & Location of Hotel/Restaurant	Lodging	Breakfast	Lunch	Dinner	Names of Guests	Total Expenditure
<b>SECTION II TOTAL</b>							

SECTION III: OTHER EXPENSES			
Date	Description	Spend Category	Total Expenditure
	<input type="checkbox"/> Conference fee	520320	
	<input type="checkbox"/> Mobile expense	520630	
	<input type="checkbox"/> Other (Be specific and include spend category)		
<b>SECTION III TOTAL</b>			

APPROVAL		Home Address:	
Traveler's Signature	Date		
Approval Signature	Date		Total Expense
Approval Print Name	Date		Less Cash Advance < >
Cash Received By	Date	<input type="checkbox"/> <input type="checkbox"/>	Net Reimbursement

All check payments are mailed to the address provided.  
 This form is to be used for travel related expenses only.  
 Reimbursements of \$100 or less can be issued at the  
 cashier's window (W-207).

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- \* This form is for use by persons not employed by Simmons University - Simmons employees should submit expenses in Workday. Employees may use this form *only* if submission is \$100 or less and received at the Cashier's Window - W207.
- \* Support for expenses must be itemized
- \* Receipts should be originals
- \* Incomplete forms will be returned
- \* Additional support for expenses may be requested by the Accounts Payable Office
- \* Expense reports should be submitted as quickly after completion of travel as is possible-preferably within twenty days
- \* "Related worktags" refers to additional Workday tags necessary to charge the proper cost center: these could be program, gift, grant, and/or additional worktags

*Use this space for any requested explanation or description of expenses*