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MONTH/YR		(2) LOCATION WHERE EXPENSES WERE INCURRED	(3) LODGING	(4) MEALS			(5)	(6) TRANSPORTATION					(7) BUSINESS EXPENSE	TOTAL EXPENSES FOR DAY
January-17				BREAK- FAST	LUNCH	O.T., LT N/C, RELO OR DINNER	INCIDEN- TALS	(6a) COST OF TRANS.	(6b) TYPE USED	(6c) TOLLS, CARFARE, PARKING	(6d)			
(1)											PRIVATE CAR USE			
DATE	TIME										MILES	AMOUNT		
1/27	8am-9am	*Home to Arden MS & return									8.00	4.28		4.28
1/29	10an-1pn	CSUS to Leataata Elem & return									14.00	7.49		7.49
1/30	9am-11am	CSUS to Mesa Verde HS & return									30.00	16.05		16.05
1/31	8am-9am	CSUS to Mesa Verde HS & return									30.00	16.05		16.05

SAMPLE

(B) LESS AMOUNT NOT TO BE REIMBURSED (Personal, Non-University Funds, or in Excess of Authorized Amount)	<i>enter as a negative</i>	
(C) LESS AMERICAN EXPRESS BTA or OTHER DIRECT CHARGES	<i>enter as a negative</i>	
SUBTOTAL		43.87
(D) LESS TRAVEL ADVANCES	<i>enter as a negative</i>	
(E) TOTAL AMOUNT DUE CLAIMANT - IF (NEGATIVE), submit this amount to Cashier's. Attach receipt to claim and forward to AP.		43.87

(AP USE ONLY)			Revised January 2016
	Adv Chk/Wire # _____	Adv Chk/Wire # _____	
Vchr# _____	Amount \$ _____	Amount \$ _____	Clmt. Amt. \$ _____