



**CHRISTIAN BROTHERS UNIVERSITY**  
**Travel Expense Form**

TODAY'S DATE: \_\_\_\_\_

EMPLOYEE NAME: \_\_\_\_\_ ID or EPO: \_\_\_\_\_  
 DESTINATION: \_\_\_\_\_  
 PURPOSE of TRIP: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_  
 DEPARTURE DATE: \_\_\_\_\_  
 RETURN DATE: \_\_\_\_\_

TYPE of EXPENSES	SUN	MON	TUES	WED	THU	FRI	SAT	EXPENSE TOTALS
<b>DATES of EXPENSES:</b>								
<b>EVENT:</b> Registration, etc.								\$ -
<b>LODGING:</b> Hotel								\$ -
<b>TRANSPORTATION:</b> Airfare								\$ -
Baggage Fee								\$ -
Uber/Lyft/Taxi/Bus/ Shuttle								\$ -
Rental Car								\$ -
Auto Fuel								\$ -
Parking								\$ -
Toll Road Fees								\$ -
Mileage (Personal Auto Use)								
Mileage Amt @ \$.575/mi.								\$ -
<b>MEALS:</b> breakfast								\$ -
lunch								\$ -
dinner								\$ -
snacks								\$ -
<b>GROUP MEAL/ENTERTAINMENT</b>								
<i>Purpose &amp; Attendees etc. &gt;</i>								
<b>OTHER - MISCELLANEOUS</b>								\$ -
<i>Explain Other-Misc Expenses &gt;</i>								
<b>Total Travel Expenses</b>								\$ -
<b>Less Travel Advance</b>								\$ -
<b>Reimbursement or refund amount to be posted to:</b>								<b>Amt Due/Returned</b> \$ -
<b>FUND</b>	<b>ORG</b>	<b>ACCT</b>						
<b>Travel-Related Expenses Disbursed Prior to This Claim</b>						<b>Paid from: FUND-ORG-ACCT</b>		<b>Amount</b>
								\$ -
<b>Pre-Travel Disbursement Total</b>								\$ -
<b>TRAVEL GRAND TOTAL, including pre-travel &amp; post-travel disbursements</b>								\$ -

Employees requesting travel expense reimbursement must: 1) complete this form 2) attach all ORIGINAL/DETAILED receipts 3) obtain all applicable approval signatures/po documentaion ► Reimbursement will be delayed if form is returned to you due to missing information, receipts or signatures ◀

\* I certify that all entries are expenses for legitimate travel purposes on behalf of CBU.

\* Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Supervisor Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
 Supervising VP Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
 \$750 & over CFO-VP/AF Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Disposition:  mail  return to box #  provide email address for pickup