

# School of Anthropology

## Travel Expense Summary

Instructions: Complete form and attach original receipts

**Employee Information**

Name	<u>Wilbur Wildcat</u>	Funding Account(s):	<u>1234567</u>
Employee ID	<u>08011891</u>		
Email	<u>wilbur@email.arizona.edu</u>		

**Travel Dates**

From	<u>05/01/13</u>
To	<u>05/16/13</u>

**Times** (include am or pm)

Depart	<u>6:00 AM</u>
Return	<u>6:00 PM</u>

Receipt	Page(s)	Receipt Date (mm/dd/yyyy)	Description	Lodging	Transportation	Meals	Misc.	TOTAL \$
1		01/01/13	Chevron - Fuel		\$20.00			\$ 20.00
2		01/02/13	Target - Only Items marked on receipt				\$56.50	\$ 56.50
3		01/03/13	Hotel-Conference Designated	\$1,500.00				\$ 1,500.00
4		01/04/13	Conference Registration Fee				\$250.00	\$ 250.00
5		01/05/13	Hertz-Car Rental		\$325.00			\$ 325.00
6			Meal Per Diem - 6 Days x \$50			\$300.00		\$ 300.00
7								\$ -
8								\$ -
9								\$ -
10								\$ -
11								\$ -
12								\$ -
13								\$ -
14								\$ -
15								\$ -
16								\$ -
17								\$ -
18								\$ -
19								\$ -
20								\$ -
				\$ 1,500.00	\$ 345.00	\$ 300.00	\$ 306.50	
<b>Subtotal</b>								\$ 2,451.50
<b>* Advances</b>								\$ 2,000.00
<b>TOTAL</b>								\$ 451.50

Destination(s):	Business Purpose of Trip:
<u>Chicago, IL</u>	<u>Attending professional conference to present paper.</u>

Notes:	<u>Stayed 2 additional days for personal reasons, those expenses have been excluded.</u>
--------	--

<b>For Use of School of Anthropology Business Center Only:</b>			
DI Settlement Doc: _____	Advance E-Doc: _____	Travel Authorization Form: _____	(Reimburse./CashReceipt)E-Doc: _____

### Instructions:

- Employee Information:** Input the information of the individual being reimbursed.
- Dates and Time:** Departure time is the exact time you left the UofA or your home for this trip. Return time is when your flight arrives is the moment your return to Tucson.
- Receipts:** Input one receipt per line adding as much pertinent information as possible. Totals are auto generated. See example.
- Destination:** Where did you go.
- Business Purpose:** This should match the business purpose that was put in the Travel Authorization form you submitted prior to travel.
- Advance:** If you obtained a Travel Advance input the amount here.
- Notes:** Here is where you can explain anything you feel is pertinent to the reimbursement. The more detailed the better.