|  |  |  |
| --- | --- | --- |
|  | **Lincoln University****Statement of** **Travel Expense** | **Travel Authorization Request No.** |
| Department       | Department Code      Object Code       | Date       |
| Name       | Title       |  |

|  |
| --- |
| Purpose of the Trip       |
| Points Traveled to       | Dates       |
| Transportation by  | [ ]  Common Carrier | [ ]  Personal Car | [ ]  University Van/Fleet Management |
| Common Carrier Name       |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Departed From (Location)** | **Arrived at (Location)** | **Miles** |
|       | Lincoln University/University City |       |       |
|       |       | Lincoln University/University City |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Report Period Dates |       |       |       |       |       | **Totals** |
| Mileage       @ .50 per mile |       |       |       |       |       |       |
| Air/Train Fare |       |       |       |       |       |       |
| Airport Limousine/Shuttle |       |       |       |       |       |       |
| Public Transit |       |       |       |       |       |       |
| Taxi (when allowed) |       |       |       |       |       |       |
| Hotel/Motel |       |       |       |       |       |       |
| Breakfast |       |       |       |       |       |       |
| Lunch |       |       |       |       |       |       |
| Dinner |       |       |       |       |       |       |
| Tips (for meals up to 18% of cost before tax) |       |       |       |       |       |       |
| Telephone (business only) |       |       |       |       |       |       |
| Registration Fee |       |       |       |       |       |       |
| Parking |       |       |       |       |       |       |
| Bridge, Tunnel Tolls |       |       |       |       |       |       |
| Tips (other than meals 10% of cost before tax) |       |       |       |       |       |       |
| Miscellaneous (itemize) |       |       |       |       |       |       |
| **Totals** |       |       |       |       |       |       |
|      Date Submitted | Signature of Traveler | Funds Advanced | $      |
|      Date Approved | Approved By (Signature) | Amount Due Traveler | $      |
| Remarks       | Adjustment | $      |
| Total Amount Due | $      |

**Submit Original Receipts For All Expenditures Business Office (Original)**

**Revised: 12/27/18 (bsnider)**