|  |  |  |
| --- | --- | --- |
|  | **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)**