

CIVIL, ENVIRONMENTAL, AND ARCHITECTURAL ENGINEERING DEPARTMENT
Faculty Travel /Miscellaneous Expense Report

This report and all original receipts (registration, hotel, airline tickets, car rental, meals, etc.) must be submitted to the Budget Office, Room #2150, Learned Hall. All expenses claimed MUST BE supported by original receipts and brochure of the event and/or activity.

(You may tab from one form field to the next.)

NAME: _____ DATE (mm/dd/yyyy): _____

SOCIAL SECURITY NUMBER: _____ EMPLOYEE ID: _____

MAILING ADDRESS

(to send reimbursement check to): _____

CITY: _____ STATE: _____ ZIP: _____

Business Purpose of the Expense

(how it benefits KU / the Department): _____

Destination: _____

Date of Departure (mm/dd/yyyy): _____ Date of Return (mm/dd/yyyy): _____

Time of Departure (e.g. 7:00 AM): _____ Time of Return: _____

Were meals included in the registration fee? ☐ No ☐ Yes

If yes, please explain which meals: _____

EXPENSES		AMOUNT
Airfare		
Car Rental		
Mileage: _____ miles		
STATE funds @ \$.50/mile		
KUEA funds @ \$.50/mile		
Tolls		
Parking		
Bus/Limo/Taxi		
Lodging		
Meals		
Registration Fee		
Other item, please list:		
Other item, please list:		
Other item, please list:		
Total Expenses:		
Less Cash Advance:		
BALANCE DUE TRAVELER:		

Traveler's Signature: _____

CHAIR/ASSOC DEAN'S SIGNATURE: _____ DATE: _____