

# Travel and Expense Form-Miscellaneous Expenses

Date: \_\_\_\_\_

\*Name: \_\_\_\_\_

\*G Number: \_\_\_\_\_

\*Address to send \_\_\_\_\_

\*SSN#: \_\_\_\_\_

**\*Required Fields**

Check to: \_\_\_\_\_

(Required-If no G number provided)

\*Department Name, Bldg & Room #: \_\_\_\_\_

(Not Program)

\*Department Contact Phone Number: \_\_\_\_\_

(Department Office Coordinator name and phone number)

Please Note: For direct deposit of Travel expenses, you need to complete a Travel Direct Deposit Form. Payroll and Travel direct deposits each require their own form.

**Travel/Expense Details (Must document business purpose - attach additional sheet if necessary)**

**Original receipts must be attached-tape to an 8 1/2 x 11 piece of paper. Please list each receipt separately below.**

Date	Expenditure	*Fund (6)	*Org (5)	*Account (4)	*Program (3)	Amount

I certify that the within statement of account is correct, and in accordance with the policy and instructions of the university: that the amount charged for expenses was actually expended, was reasonable and necessary, and

Total \_\_\_\_\_  
Less Advance if any \_\_\_\_\_

\_\_\_\_\_  
Approved, Head of Unit or Authorized Agent, **Signature and Date**

\_\_\_\_\_  
Claimant Signature

Amount to be Reimbursed  
or (Returned to GVSU)

\_\_\_\_\_  
Approved, Head of Unit or Authorized Agent, **Printed Name**

\_\_\_\_\_  
Executive Officer Signature and Date, if Required