



## P-Card Travel & Business Expense Report P-Card TER

Complete this form, attach receipts and submit to your P-Card Custodian within 48 hours of charging travel expenses, business meals or entertainment expenses on your P-Card.

*Remember alcohol and entertainment expenses are not allowed on Federal Grants.*

Traveler / Employee: \_\_\_\_\_ Net ID: \_\_\_\_\_

Travel Destination: \_\_\_\_\_ Date of Trip / Expense: \_\_\_\_\_

Department: \_\_\_\_\_

Purpose of Travel:

Conference/Seminar
  Recruiting
  Other: \_\_\_\_\_

### Travel Expenses

Date	Description	Airfare	Lodging	Meals	Car Rental	7365 Conf Reg	Other	Total
<b>Subtotal</b>								

### Business Meals (7374) and/or Entertainment (7364)

Date	Location	Business Purpose	Persons Attending	Total
<b>Subtotal</b>				

I certify that the information listed above is true and correct and all expenses listed represent valid University business expenses.

\_\_\_\_\_  
Traveler / Employee Signature

\_\_\_\_\_  
Date