



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	Total
Subtotal		

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

Date	Location	Business Purpose	Persons Attending	Total
Subtotal				

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

Traveler / Employee Signature

Date