Instructions for Completing the Travel Expense Form

When to Use: When reporting expenses for authorized employee or student travel

Region:

Where to Find: http://www.finsvc.duke.edu/gap/forms.html

Procedure: GAP200.022, Travel Expenses

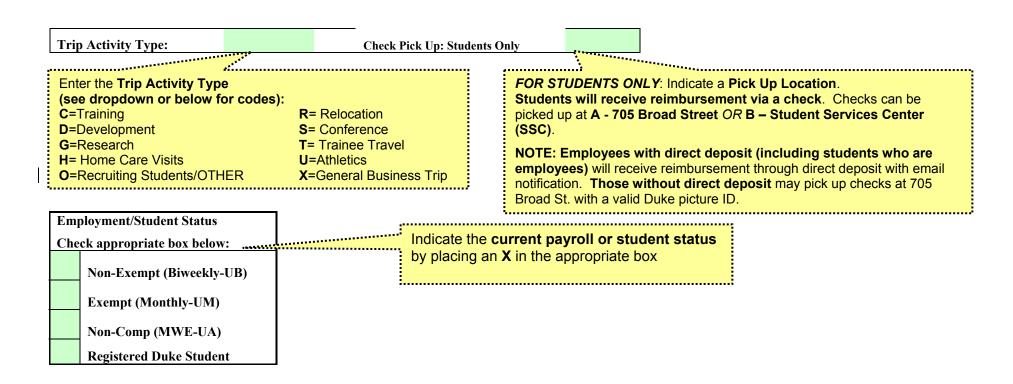
VERY IMPORTANT: Do not use the CUT and PASTE function when completing this form.

Country:

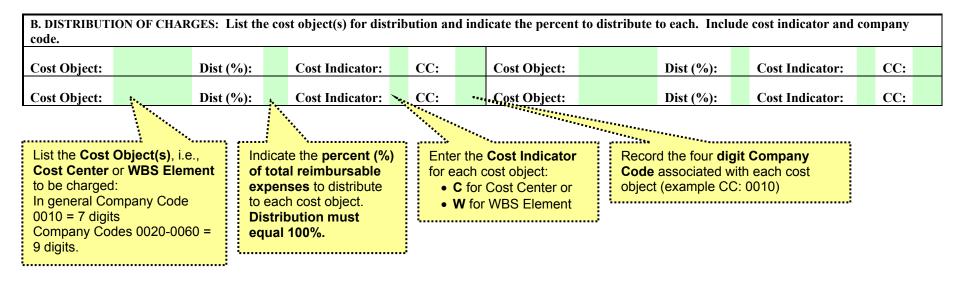
Note: If using the Excel version of the form, the totals will calculate automatically. Also information to be entered by the department has been highlighted in green. Submit Travel Expense Forms to Employee Travel & Reimbursement, Box 104144 Durham, NC 27708

The form includes a second page. If using only one page complete as usual, ensure that the data is entered in sheet 1. Special instructions for the second page are found in Section F.

Enter the person's Duke Unique ID SECTION A: GENERAL INFORMATION (Must be a Duke employee or a Duke student). If the ID is unknown, search at: https://dukeid.duke.edu:8882/emailalias/owa/publicsearch A. GENERAL INFORMATION: **DUKE UNIQUE ID:** (both the birth date and SSN # are required). Time: **Departure Date: Domestic: Return Date:** Time: Enter the **Departure Date and Time** and the **Return Date and Time**. **Purpose of Trip:** This time is when the person leaves/returns from home or work. Time must be listed in military time. Clearly state the **business purpose** of the trip. Indicate the type of trip (Domestic or International) by placing an X in the appropriate box. Enter the full name: First Name. Middle Initial. and Last Name. Enter the **Travel Destination**. If an International trip, include the Pavee Name: Country and Region. **Destination:**



SECTION B: DISTRIBUTION OF CHARGES



Example:

Cost		Dist		Cost			
Object:	1571234	(%):	50.00	Indicator:	C	CC:	0010
Cost		Dist		Cost			
Object:	1575678	(%):	50.00	Indicator:	C	CC:	0010

Note: Individual receipts CAN be distributed to a different cost object in Section D. (For instructions, refer to OPTIONAL Cost Distribution for Individual Receipts in Section D.)

SECTION C: REGISTRATION AND TRANSPORTATION EXPENSES

- Record all registration and transportation expenses related to the trip, both reimbursable and prepaid expenses (i.e., those paid with the Duke Corporate Card). If a particular expense has both reimbursable expenses and prepaid expenses, enter one under the Misc. Daily expenses section. Drop downs have been added to the Misc. Daily expenses for all of the registration and transportation type of expense.
- For reimbursable expenses: attach original receipts.
- For prepaid expenses: forward original receipts to your department PARIS administrator.
- Record a receipt number (e.g. 1, 2, etc.) only if expenses are to be charged to a different cost object(s) than listed in Section B.

For Mileage Reimbursement:

- Indicate the Vehicle Type (P=personal car; C=courtesy car(Athletic Department use only));
- Enter the total number of miles and the mileage rate (see dropdown) for the current rates.
- Record the total mileage cost (# of miles multiplied by the rate) in the TOTAL column to the right.

TOTAL

Mileage Reimbursement: Vehicle Type:			Total # of Miles: Mileage rate for vehicle type:				Total Mileage Costs					
Registration:			Exp Type:	Airfare:			Exp Type:		Rental Vehicle:		Ехр Туре:	
Parking:	?**···		Ехр Туре:	Taxi:			Ехр Туре:	.	Other Transportation:		Ехр Туре:	

For Registration and Transportation costs (air, rental vehicle, parking, taxi, other):

- Enter the **amount and expense type** in the appropriate fields (**see Expense Types**).
- Total each row across and enter amount in Total Column.

Note: If individual receipts for amounts listed in this section need to be distributed to a different cost object(s) than listed in Section B, list the receipt number in the box to the right of the amount. Refer to **OPTIONAL Cost Distribution for Individual Receipts** in Section D.

For expense types: Refer to the Quick Reference Guide, on the web, or use the drop down feature in Excel.

 Development expense types are for expenses relating to Development, Fund Raising, Alumni Meetings, Student Recruitment, Public Relations Activities.

Note: For all P Card expenses, select Expense Types denoted with "P" (Prepaid), e.g., REGP.

Example: TOTAL

Mileage Reimbursement: Veh		Vehic	le Type:	P	Total # of Miles:		es:	64 Mileage rate for vehicle type:		0.36		Total Mileage Costs		23.04
		Exp				F	Ехр							
Registration:	350.00	Type:	REG	Airfare:	325.00	Т	Гуре:	ARP	Rental Vehicle:	125.00		Exp Type:	RNP	800.00
		Exp				E	Exp							
Parking:	26.00	Type:	PK	Taxi:	55.00	1	Гуре:	TX	Other Transportation:			Exp Type:		81.00

SECTION D: MISC. DAILY EXPENSES

- Record all miscellaneous expenses related to the trip, both reimbursable and prepaid expenses (i.e., those paid with the Duke Corporate Card)
- For reimbursable expenses: attach original receipts
- For prepaid expenses: send original receipts to your department PARIS administrator
- Record a receipt number (e.g. 1, 2, etc.) only if expenses are to be charged to a different cost object(s) than listed in Section B.

Optional Cost Distribution for Individual Receipts: Enter a receipt number (e.g., 1, 2, 3, etc.) only if expenses are to be charged to a different cost object(s) than listed in Section B. Start with receipt #1 and increment the number for each receipt to be charged differently. Record the receipt numbers and distribution of expenses in the **OPTIONAL** Record the date of each day of Cost Distribution for Individual Receipts section (see next page). the trip in the space provided. D. MISC. DAILY EXPENSES Date Date Date Date Date **Enter trip dates Expense Type & Description** Amount Amount Amount Amount Reg . Amount Rec# Amount Rec# Rec# Amount Rec# Rec#

List miscellaneous daily expenses (lodging, meals, phone, etc.) as follows:

- Enter an **expense type and description** (e.g., HTP= Lodging Prepaid; BK= Breakfast; LNP= Lunch Prepaid). Use the dropdown or see the separate **Quick Reference Guide**, on the web, for information on the expense type codes that can be used.
- Enter the daily amount for each expense type under the corresponding date.
- Repeat steps for all expense types.

Example:

D. MISC. DAILY EXPENSES	Date		Date		Date		Date		Date		Total
Enter trip dates here	8/	8/25/03 8/26/03		8/27/03		8/28/03		8/29/03			
Expense Type & Description	Rec#	Amount	Rec#	Amount	Rec#	Amount	Rec#	Amount	Rec#	Amount	
HTP-Lodging Prepay		125.00		125.00		125.00		125.00		125.00	625.00
ENT-Entertainment/Social	·		1	55.00			2	155.00			210.00

OPTIONAL: COST DISTRIBUTION FOR INDIVIDUAL RECEIPTS

This section should be used to distribute to other cost objects the charges denoted with receipt numbers in Sections C and D.

IF APPLICABLE:

- List the receipt numbers used in Sections C & D.
- Include the cost distribution information for each numbered receipt (the total distribution percentage for each receipt number MUST equal 100%).

Note: Receipts not numbered will be distributed to cost object(s) listed in Section B.

Ol	PTIONAL										
Cost Distribution for Individual Receipts											
Rec#	Dist%	Cost Object	CI	CC							

Example:

OPTIONAL				
Cost Distribution for Individual Receipts				
Rec#	Dist%	Cost Object	CI	CC
1	100	1574321	C	0010
2	50	1579876	С	0010
2	50	1516789	C	0010

SECTION D (continued):

Foreign Per Diem in lieu of documentation:

The **entire** trip must be documented using either actual expenses or per diem.

Enter the following:

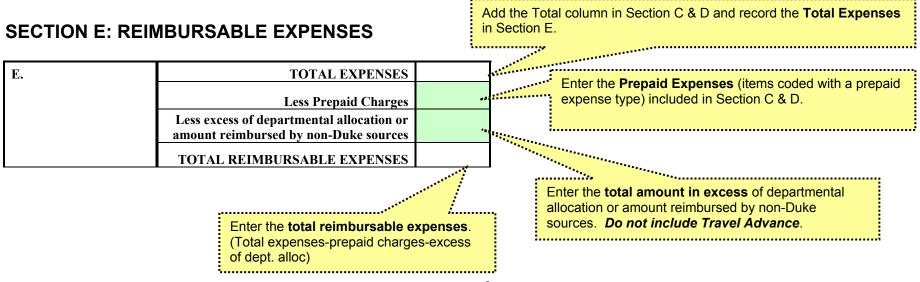
- · Rate for meals and incidentals
- Rate for lodging
- Number of days meals (must be included if Meal & Inc Rate is used)
- Number of days lodging (must be included if Lodging Rate is used)

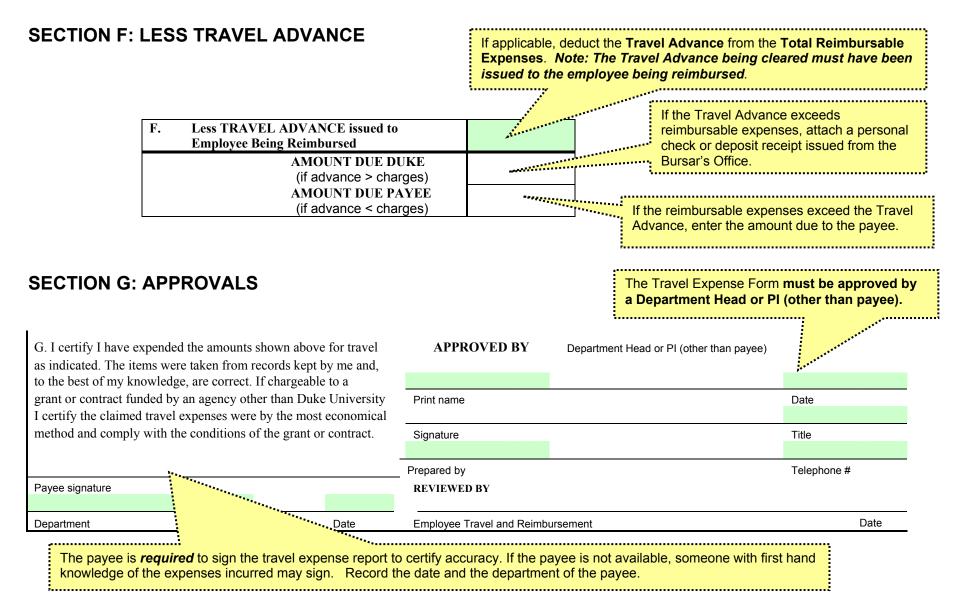
Record the total per diem expenses (# of days meals multiplied by Meal & Inc rate plus # of days lodging multiplied by Lodging Rate) in the TOTAL column on the far right.

Foreign Travel Per Diem in lieu of documentation:	Meal&Inc Rate:	Lodging Rate:	# of days meals	# of days lodging	
I to cight it aver i et Diem in nea of aocumentation:	miculatine itale.	Louging Rate.	" of anys incais	" or anys roughing	

For Entertainment and Business Meetings:

• List the names of people who attended and the business purpose in the space provided in section D.





- Submit original with receipts to Employee Travel & Reimbursement, Box 104144
- Make a copy for departmental records.
- Submit an extra copy of the form (attached) if charged to a 3xx cost object (except 36x, 39x)
- For assistance call 681-0208 or email employeetravel@duke.edu

SECTION H: SECOND PAGE

Complete Page 1 before beginning Page 2. Note: If using an amount for (Less excess of departmental allocation or amount reimbursed by non-Duke sources) it must be entered on Page 1.

Once Page 1 has been completed, begin Page 2.

- The General Information entered on page one in Section A will appear on Page 2.
- Section B has been eliminated on Page 2. The **Distribution of Charges** will be as it was on Page 1 unless the **Optional Cost Distribution for Individual Receipts** is used.
- **Section C** has been eliminated on Page 2. If there are additional registration and transportation expenses to be charged, use the appropriate expense types in **Section D MISC. DAILY EXPENSES.**
- In **Section E REIMBURSABLE EXPENSES**, the amounts entered on Page 1 will be used and a grand total Due Payee or Due Duke will be calculated.

Print each sheet separately.