

EMORY UNIVERSITY ACCOUNTS PAYABLE OFFICE TRAVEL EXPENSE REPORT

Type or print legibly

Name of Traveler: _____

Employee ID #: _____

Campus Address: _____

Dept. Name: _____

Dept. # / Subdept: _____

Destination: _____

Trip Date: from: ____ / ____ / ____ to: ____ / ____ / ____

Purpose of Trip: _____

Is this payment to or on behalf of a non-U.S. citizen or non-permanent resident? YES _____ NO _____
If YES, you must use Form 4. See the University's Payments Made to Nonresident Aliens Policy and Procedure Manual for more information.

Are you on Direct Deposit for Payroll? YES _____ NO _____

EXPENSE DETAILS

	Receipts Attached		Total Expenses	Expenses Charged on Travel Card	Less Prepaid Expenses	Net Expenses	
	YES	NO					
Airfare	*		\$	\$	\$	\$	
Auto Rental	*						
Personal Auto							
Lodging	***						
Meals/Tips	**						
Taxi/Limo/Bus	**						
Telephone	*						
Parking	**						
Miscellaneous	**						
Subtotal Travel							
Registration Fee	*						
Alcoholic Bev.	**						
Totals			\$	\$	\$	\$	

Less Travel Advance Received: \$< _____ >

Amount Due Traveler: \$ _____

Amount Due University: \$ _____

CHECK DISPOSITION

____ Direct Deposit
 ____ Pickup B. Jones Bldg., 1st Floor
 ____ U.S. Mail
 ____ Campus Mail

Mileage = _____
 X _____ cents
 \$ _____

Account Number to be Charged

- _____ - 6100
 - _____ - 6100
 - _____ - ****
 - _____ - 6600
 - _____ - 6510
 - _____ - _____

Additional Information: _____

The undersigned traveler understands that, due to IRS requirements, no reimbursement will be made for any single charge over \$25.00 unless a receipt is furnished. Failure to furnish such receipts is certification that no such charge is included in this Travel Report.

Traveler's Signature: _____

Approved By: _____

Approver's Signature: _____

Phone Number: _____

_____ Date

_____ Date

Direct all specific inquiries to A/P Travel Desk 727-6090
 *Receipts Required (Except Registration Fees Prepaid by Accounts payable)
 ** Receipts Required for All Individual Items Over \$25.00
 *** Itemized Hotel/Motel Receipts Required
 **** Foreign Travel (6200)

Accounts Payable Use Only	
Pre-Audit:	Post Audit:
OGCA Review:	
Processed By:	