

Travel and Business Expense Report

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Form Date 8/11/2014

NO



(University of Pittsburgh

Travel and Business Expense Report

Were travel tickets purchased from a University Certified Travel Agency? Attach receipts Amount of ticket(s							Account # 00-0000					0000-000000-00000		
Note corresponding line numbers (below) on original receipts								Current Per Diem rates listed at www.pts.pitt.edu/Travel/perdiems.htm						
Use correct Internal Revenue Service Mileage rate Mileage Rate:								Current mileage rates listed at www.pts.pitt.edu/Travel/mileage.htm						
NUM	DATE	DESTINATION/EXPLANATION		TRANSI	SPORTATION		-	MEALS		LODGING,	OTHER			
		(Include City, State and Country)	AIR, RAIL				ONAL CAR	DURING	BUSINESS	TELEPHONE, INTERNET, FAX	(Explain Below)	TOTAL		
			OR BUS	RENTA		MILES DOLLAR		TRAVEL	(Explain Below)					
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BUSI	NESS MEA	ALS/OTHER EXPENSE EXPLANATIO	N						•					
Date Explanation			Amount Loc			L		Names of Persons in Attendance and Organization Affiliations						

Note - If additional space is needed, attach a separate sheet

I. Form must be completed with appropriate signatures and documents attached to be processed.

II. Restricted Accounts - Expenses incurred on grants, special projects, or chargeable to restricted funds must comply with the applicable terms of the grant, contract, etc. In the case of Government supported projects, consult the Special Reimbursement instructions of the Award.

III. Form Requirements

- A. Personal car mileage reimbursement is based on the Internal Revenue Service standard mileage rate and travel is calculated from the payee's place of business to the destination and return.
- B. Air Travel requires the original receipt or the customer copy of the ticket to be attached.
- C. Other Expenses and Business Meals must be properly itemized and explained.
- D. Refer to policy 05-07-01 on unallocable expenses.

- E. Non-reimbursable expenses are listed in Policy 05-07-01 and include travel or car rental insurance charges, fines for traffic violations, hotel movie rental or any other personal entertainment expenses.
- F. Incomplete forms will be returned to the contact person listed on form.