

SEWANEE

THE UNIVERSITY OF THE SOUTH

TRAVEL AND BUSINESS EXPENSE REPORT

Purchasing Card Backup

NAME _____ MONTH _____

PLEASE PROVIDE THE FOLLOWING INFORMATION FOR ANY ITEMS ON YOUR PURCHASING CARD STATEMENT WHICH PERTAIN TO TRAVEL, ENTERTAINMENT, OR OTHER EXPENSES WHICH INDIVIDUALLY ARE \$75 OR MORE.

Date	Description from Statement	Amount	Business Purpose	Participants*

Please note that this information is required by the Internal Revenue Service and is necessary in order for these expenses to be paid by the University of the South

** Please provide a list of participants if the charge is for meals or entertainment.*