

Chemical and Biomolecular Engineering

EMPLOYEE Travel/Expense Report (Faculty, Staff, and Students in JHU Payroll)

DO NOT WRITE IN SHADED AREAS

Traveler's Name _____ Purpose of Trip: _____

Relationship to the Institution: _____ FACULTY _____ STAFF _____ STUDENT

Business Meal Attendees: _____

Home Address: _____

Travel			Automobile 0.565		Other Transportation			Per Diem	Lodging	Meals			Regis. Fee	*** MISC.	Exchange Rate	Daily Total
Date	From	To	Miles	Xrate	Parking/tolls	Airfare	Taxi			Breakfast	Lunch	Dinner				
				0											0.00	
				0											0.00	
				0											0.00	
				0											0.00	
				0											0.00	
				0											0.00	
				0											0.00	
				0											0.00	
				0											0.00	
Sub Total				0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Less prepaid amt.															0.00	
Total				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

*** EXPLANATION OF MISCELLANEOUS

DATE	DESCRIPTION	AMOUNT
TOTAL		0.00

EXPENSE DISTRIBUTION:

CC/Internal Order	G/L	Amount
TOTAL		0.00

JHU Authorized Signature _____ Traveler's Signature _____

PRINT OR TYPE NAME _____ PRINT OR TYPE NAME _____

JHU Requestor's Phone _____ Date _____

Travel Advance #	Date	Amount
TOTAL		0.00