

SJU Travel Expense Reimbursement Form

Name _____ Travel date/s _____ to _____
Department _____ Meeting site City/State _____
Travelers ID Number _____

Purpose of travel _____

*****ATTACH ALL ORIGINAL RECEIPTS – Note – Please do not use highlighters or staples on receipts or forms *****
FOREIGN TRANSACTIONS INCLUDE BANK/CREDIT CARD STMT VERIFYING EXCHANGE TO U.S. CURRENCY

Date						TOTALS
Registration Fee						
Hotel/Lodging (attach original statement)						
Per Diem Breakfast						
Lunch						
Dinner						
Incidentals						
Business Breakfast						
Meals Lunch						
Dinner						
Airfare						
Air miles from ticket or google "air miles calculator"						
Rental Car						
Personal Car						
Complete personal car use mileage log on the back of this form.						
Taxi and other						
Parking						
Other (specify)						

Total Travel Expenses \$ _____
Less expenses paid by SJU \$ _____
Net Amount Due Traveler \$ _____

Check Payable to: _____ Account #'s to be charged
Legal Tax Address _____ \$ _____ acct # _____ - _____
_____ \$ _____ acct # _____ - _____
_____ \$ _____ acct # _____ - _____
Travelers Signature _____
Dept Heads Signature _____

Allow 6 business days for processing

Individuals are not to approve their own requests. Requests cannot be processed without the appropriate signatures.
Questions call Accounts Payable Ginny #2995 Lynn #3276

Personal Car Use Mileage Log

Date	Beginning Mileage	Ending Mileage	From	To	Total Miles	\$0.56mile
Total						\$

PER DIEM

The University uses the High-Low method to determine how much our travelers receive for meals and incidentals when traveling on University business. The current Meals & Incidentals rate is **\$52** per full day of travel unless the city you visited is on the High Localities list. The current High Localities rate is **\$65** per full day. _____

Meal	Regular	High Cost City
Breakfast	\$8.00	\$11.00
Lunch	\$12.00	\$16.00
Dinner	\$27.00	\$33.00
Incidentals	\$5.00	\$5.00