



HOBART AND WILLIAM SMITH
COLLEGES

Domestic Travel Expense Report

Travel Expense Report of _____ Date _____

Date:								Totals	
City									
Airfare									53811
Train Fare									53816
Bus Fare									53816
Auto Mileage @ \$0.54									53813
Auto Rental									53812
Tolls and Parking									53815
Local Transportation (Taxi, Bus, Subway)									53814
Hotel Lodging									53817
Meals: Breakfast									53818
Lunch									53818
Dinner									53818
Telephone, Fax or Internet									53820
Other (explain see page 2)									53820
Tips not included above									53820
Meeting Registration Fees									53819
Spent for other College Staff Members (Name and Details see page 2)									
Entertainment (Name and Affiliation see page 2)									53818
Totals									

Total Trip Expenses _____

Travel Advance Received from the Business Office _____

Balance Due Colleges (Advance in Excess of Expenses) _____

Balance Due Employee (Expenses in Excess of Advance) _____

Accounting Information: Fund-Department-Program-MyReference

- (1) _____
- (2) _____
- (3) _____
- (4) _____

Signed _____ Approved _____
(Employee) (Date) (Department Head) (Date)

HOBART AND WILLIAM SMITH COLLEGES
TRAVEL EXPENSE REPORT CHECKLIST

When submitting travel expense report, please ensure the following are met:

<input type="checkbox"/>	Provide your name and date of the report
<input type="checkbox"/>	Submit reimbursement requests within 14 days of your return
<input type="checkbox"/>	If requesting a reimbursement for mileage charges, check with the Business Office for the current mileage reimbursement rate.
<input type="checkbox"/>	Attach original receipts to support expenses.
<input type="checkbox"/>	Complete the accounting information in its entirety.
<input type="checkbox"/>	If you incurred expenses in a foreign currency, convert to US dollars.
<input type="checkbox"/>	Use Page 2 of this form to provide additional detail on any expenses and to document attendees for meals and entertainment charges.
<input type="checkbox"/>	Refer to the HWS Travel Expense Reimbursement Guidelines for specific guidance on reimbursement of various expenses.
<input type="checkbox"/>	Contact the Business Office with any questions you may have