

WASHINGTON UNIVERSITY  
**BUSINESS EXPENSE STATEMENT**  
 (Receipts required for all expenses over \$30.00)

Doc type & No. \_\_\_\_\_  
 Department No. \_\_\_\_\_  
 Social Security No. \_\_\_\_\_

**LIST ALL EXPENSES (INCLUDING PREPAYMENTS)**

Name		Destination					Dates	
Address		Purpose						
Expenses: Meals:**	Date	Date	Date	Date	Date	Date	Date	
Breakfast								
Lunch								
Dinner								
Total								
Foreign Exchange Rate Used:					Airfare			
					Rental Car/Gas			
					Mileage ( ) X ( )			
Account Number		Amount		Hotel Room & Tax				
				Registration				
				Limo/Taxi/Parking				
				Telephone/Fax				
				*Social Expense 35-53				
				*Alcohol Beverage 36-89				
				*Unallowable Travel				
				Gratuities				
				Grand Total				
Outside Reimbursements								
Total/Dept. Limit								
Supplemental Information:					Less:			
					CR Number			
					CR Number			
					TA Admin Number			
TA Admin Number								
TA Admin Number								
I owe W.U.								
W.U. owes me								
Employee's Signature: I have expended the amounts listed on behalf of Washington University, and which are not reimbursable by another source not listed on this form.								
<i>X Traveler's Signature</i>		<i>Date</i>		<i>X Approval Signature</i>		<i>X Exception Approval</i>		
* Excluded from Indirect Cost                      **Meal breakout needed only when meals exceed \$50.00								

**Washington University**  
**Social or Entertainment Expenses**  
**NOTE: Social Expenses over \$50 require Dean's Level approval**

(Attach extra sheets if necessary)

Date	Names & Titles of persons attending	Type of Function dinner, lunch, etc.	Purpose	Amount

Notes:

**PREPARATION INSTRUCTIONS**

For Traveler

1. Expenses included on this form must meet the requirements for reimbursable expenses as described in the travel and entertainment policies. Submit this form with appropriate original receipts within 15 days of completion of trip. Tape, do not staple, small receipts to an 8 ½ x 11 piece of paper. Do not submit receipts for expenses less than \$30. Non-Travel related expenses (books, etc...) need a receipt.
2. Reportability of unsubstantiated advances is dictated by current IRS policy.
3. Split lodging charges between categories: Room & Tax, Meals, etc.
4. While entertaining, include alcoholic beverages in the grid above. Otherwise, enter alcohol on front page under "alcoholic beverages." Entertainment and alcoholic beverages must be separated from other travel expenses, as they are reimbursable, but unallowable as Federal indirect or direct charges.
5. If foreign travel is involved, convert foreign currency to U.S. dollars and note exchange rate in space provided. Label receipts, in English, as Hotel, Rental Car, etc.
6. If a balance is due the University because an advance was not fully used, attach a check payable to Washington University. **DO NOT SEND CASH.**
7. Traveler must sign the form before sending it to the Administrator.

For Administrator

(See accounting manual for detailed instructions)

1. Derive balance due traveler or University by deducting all amounts paid before the trip. Note Check Request and Travel Advance document numbers and dollar amounts.
2. Key the Travel Report into FIS. Write the document number in the upper right-hand corner of this form. Approve the on-line document for the department.
3. Keep photocopies of both the form and the receipts.
4. Obtain signatures: traveler, chairman (when exceptions are noted).
5. If entertainment is noted, route this form and receipts to the dean; otherwise, route to Disbursements, Box 1147.