



Single-Day Travel Expense Report

Traveler's Name	Destination
Mich Tech ID (M Number)	Departure Date Return Date
Department	Calendar Year-Determines mileage rate <input type="radio"/> 2023 <input type="radio"/> 2024
Index	Name(s) of others on trip
Address to which check is to be sent	Purpose of trip & benefits derived to the University

	SUN	MON	TUES	WEDS	THURS	FRI	SAT	TOTAL
<b>Insert Date</b>								
Breakfast								
Lunch								
Dinner								
Incidentals								
<b>SUBTOTAL</b>								
Tran. by common carrier								
Taxis and limousines								
Entertain. (attach banquet rept)								
Registration fees								
Others - explain								
<b>EXPENSES &gt;&gt;</b>								

PERSONAL CAR EXPENSES					CASH SUMMARY	
<a href="#">Click here for distances from Houghton</a>					<b>Subtotal Expenses</b>	
From	To	Miles	Rate	Subtotal	<b>Personal Car Expenses</b>	
					<b>Total expenses this trip</b>	
					<b>Cash advances received</b>	
					<b>Due traveler</b>	
<b>Vicinity Mileage</b>					<b>Due MTU (attach cash receipt)</b>	
		Miles	Rate	Subtotal		
If greater than 100 miles, attach log				<b>Total</b>		

**CERTIFICATION AND APPROVAL**

I, the undersigned, hereby certify that the above listed expenses were actually incurred by me for University purposes as allowed by University policies and procedures. No reimbursement has been received or is anticipated from any third party and if received, will be immediately forwarded to the University. I UNDERSTAND THAT CERTAIN EXPENSES MAY BE TAXABLE AND THAT THE APPLICABLE FICA, FEDERAL, AND STATE TAXES WILL BE WITHHELD FROM A FUTURE PAYCHECK.

Signature of traveler	Date	Signature of Department Chair or higher	Date
Signature of Financial Manager	Date		