



Employee Name		Departing From	
Employee ID	Departure <input type="radio"/>	Calendar Year - Determines mileage rate	
Employment Start Date	Arrival <input type="radio"/>	<input type="radio"/> 2023	<input type="radio"/> 2024
Department		Index	
<input type="checkbox"/> Non-Payroll Direct Deposit* OR <input type="checkbox"/> Mail Check		Name(s) of others on trip	

		SUN	MON	TUES	WEDS	THURS	FRI	SAT	TOTAL
Date >>									
Breakfast	\$13								
Lunch	\$15								
Dinner	\$26								
Incidentals	\$5								
<b>Meals Total</b>									
Lodging									
Airline Tickets									
Taxis									
Tolls/Parking									
Moving Costs									
Car Rental/Gas									
Other (Explain on receipt or memo)									
<b>EXPENSES &gt;&gt;</b>									

PERSONAL CAR EXPENSES					SUMMARY	
<a href="#">Click here for distances from Houghton</a>						
From	To	Miles	Rate	Amount		
<b>Total</b>						

	Total Expenses
	Personal Car Expenses <span style="border-bottom: 1px solid black; display: inline-block; width: 50px;"></span>
	Total Expenses

**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 EXPENSES WILL 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
Prepared by			