



|                                      |  |  |                   |
|--------------------------------------|--|--|-------------------|
| Traveler's Name                      |  | Destination(s)                                       |                   |
| Employee ID (M Number)               |  | Exchange Rate Used                                   |                   |
| Department                           |  | Date of Departure                                    | Time of Departure |
|                                      |  | Date of Return                                       | Time of Return    |
| Index                                |  | Name(s) of others on trip                            |                   |
| Address to which check is to be sent |  | Purpose of trip & benefits derived to the University |                   |
|                                      |  | List Procurement Card charges and Amounts            |                   |

| WEEK 1                                | SUN | MON | TUES | WEDS | THURS | FRI | SAT | TOTAL |
|---------------------------------------|-----|-----|------|------|-------|-----|-----|-------|
| Date >>                               |     |     |      |      |       |     |     |       |
| City for lodging >>                   |     |     |      |      |       |     |     |       |
| Daily meal per diem for city >>       |     |     |      |      |       |     |     |       |
| Breakfast                             |     |     |      |      |       |     |     |       |
| Lunch                                 |     |     |      |      |       |     |     |       |
| Dinner                                |     |     |      |      |       |     |     |       |
| Lodging                               |     |     |      |      |       |     |     |       |
| Trans. Common Carrier                 |     |     |      |      |       |     |     |       |
| Taxis and Limousines                  |     |     |      |      |       |     |     |       |
| Banq/Meals - Attachment               |     |     |      |      |       |     |     |       |
| Registration Fees                     |     |     |      |      |       |     |     |       |
| Tolls/Parking                         |     |     |      |      |       |     |     |       |
| Telephone                             |     |     |      |      |       |     |     |       |
| Car Rental/Gas                        |     |     |      |      |       |     |     |       |
| Tips                                  |     |     |      |      |       |     |     |       |
| Other<br>(Explain on receipt or memo) |     |     |      |      |       |     |     |       |
| <b>EXPENSES &gt;&gt;</b>              |     |     |      |      |       |     |     |       |

| PERSONAL CAR EXPENSES                                  |    |       |      |              | CASH SUMMARY                  |  |
|--|----|-------|------|--------------|-------------------------------|--|
| <a href="#">Click here for distances from Houghton</a> |    |       |      |              | Subtotal Expenses             |  |
| From   | To | Miles | Rate | Subtotal     | Personal Car Expenses         |  |
|  |    |       |      |              | Total expenses this trip      |  |
|  |    |       |      |              | Cash advances received        |  |
|  |    |       |      |              | Due traveler                  |  |
| Vicinity Mileage                                       |    | Miles | Rate | Subtotal     | Due MTU (attach cash receipt) |  |
|  |    |       |      |              |                               |  |
| 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 |
| Prepared by           |      |   |      |

