

| O Hou    | use Hunting Expense Form |
|----------|--------------------------|
| <u> </u> | OR                       |
|          | Moving Expense Form      |

| Employee Name   |               |       |                | Departing From            |              |                       |        |      |       |  |
|---|---------------|-------|----------------|---------------------------|--------------|-----------------------|--------|------|-------|--|
| Employee ID   |               |       |                | Departure Öæg^            |              |                       |        |      |       |  |
| Employment Start Date   |               |       |                | Arrival/Öæe^              |              |                       |        |      |       |  |
| Department  |               |       |                | Index                     |              |                       |        |      |       |  |
| <del></del>   | rect Deposit* | OR N  | Mail Check     | Name(s) of others on trip |              |                       |        |      |       |  |
| Itoli-i ayron bi  | rect Deposit  |       | wan oncok      | Tamo(o) or others on the  |              |                       |        |      |       |  |
|   |               |       |                |                           |              |                       |        |      |       |  |
|   |               |       |                |                           |              |                       |        |      |       |  |
|   |               |       |                |                           |              |                       |        |      |       |  |
|   |               | SUN   | MON            | TUES                      | WEDS         | THURS                 | FRI    | SAT  | TOTAL |  |
|   | Date >>       | CON   | MON            | IOLO                      | WEDO         | THORG                 | 1 171  | OAI  | TOTAL |  |
| Breakfast   |               |       |                |                           |              |                       |        |      |       |  |
| Lunch   |               |       |                |                           |              |                       |        |      |       |  |
| Dinner  |               |       |                |                           |              |                       |        |      |       |  |
| Incidentals   |               |       |                |                           |              |                       |        |      |       |  |
| Meals To  | tal           |       |                |                           |              |                       |        |      |       |  |
| Lodging   |               |       |                |                           |              |                       |        |      |       |  |
| Airline Tickets   |               |       |                |                           |              |                       |        |      |       |  |
| Taxis   |               |       |                |                           |              |                       |        |      |       |  |
| Tolls/Parking   |               |       |                |                           |              |                       |        |      |       |  |
| Moving Costs  |               |       |                |                           |              |                       |        |      |       |  |
| Car Rental/Gas  |               |       |                |                           |              |                       |        |      |       |  |
| Other (Explain on rec   | eipt or memo) |       |                |                           |              |                       |        |      |       |  |
| E   | (PENSES >>    |       |                |                           |              |                       |        |      |       |  |
| PERSONAL CAR EXPENSES   |               |       |                |                           |              | SUMMARY               |        |      |       |  |
| Click here for distances from Houghton  |               |       |                |                           |              |                       |        |      |       |  |
| From  | То            | Miles | Rate           | Amount                    | Ļ            |                       |        |      |       |  |
|   |               |       |                |                           |              |                       |        |      |       |  |
|   |               |       |                |                           | _            | Total Expenses        |        |      |       |  |
|   |               |       |                |                           |              | Personal Car Expenses |        |      |       |  |
|   |               |       | <br>Total      |                           |              |                       |        |      |       |  |
|   |               |       | Total Expenses |                           |              |                       |        |      |       |  |
|   |               |       | CERTIFICA      | TION AND                  | APPROVA      | L                     |        |      |       |  |
| I, the undersigned, he  |               |       |                | -                         |              |                       |        |      |       |  |
| University policies and forwarded to the University   |               |       |                |                           |              |                       |        |      |       |  |
| 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  |               | Date  | -              | Signature                 | of Departmer | nt Chair or H         | ligher | Date |       |  |
|   |               |       |                |                           | -            | -<br>-                |        |      |       |  |
|   |               |       |                |                           |              |                       |        |      |       |  |
| Prepared by   |               |       |                | _                         |              |                       |        |      |       |  |
| i roparod by  |               |       |                |                           |              |                       |        |      |       |  |
|   |               |       |                |                           |              |                       |        |      |       |  |
|   |               |       |                |                           |              |                       |        |      |       |  |