Please complete ONE travel expense report for EACH project being charged.

UNAVCO, Inc

Expense Report

Name: _____ ☐ Travel ☐ Other **Date:** _____

Purpose: _____

Exchange Rate: Country:

Itinerary (List names of city, state)	
From	
To	
From	
To	

Travel Dates		Accounting Use Only	
Begin	End	Project #	Task #

Lodging

City	Days	Rate	Total
Subtotal			

Per Diem

City	Days	Rate	Total
Subtotal			

Private Auto	Miles	Rate	Total
Personal		0.505	

Summary of Costs

Acct #	Type	Cost
	Airfare	
	Travel Agent Fees	
	Private Auto	
	Rental Car	
	Rental Car/Truck Gas	
	Taxi/Limo/Bus/Subway	
	Parking / Tolls	
	Lodging	
	Per Diem	
	Telephone/Fax	
	Business Entertainment**	
	Materials/Supplies**	
	Unallowable expenses**	
	Registration Fees	
Total Expense Report (USD)		

**Please complete page 2 of expense report.

LESS: Company Paid Expenses

Description	Paid by	Vendor	Total
Travel Advance			
Airfare			
Lodging			
Rental Car			
Meals			
Other			
		Subtotal	

Cost Breakdown

Total Cost		
LESS:Personal Expenses		
LESS:Company Paid		
Balance Due		
	UNAVCO	

TA #: _____

Document #: _____

Mail Check to:

Comments:

I certify that these charges were incurred by me and are correct, and I have not been reimbursed from another source for these charges.

Traveler's Signature: _____ Date: _____

Manager Approval: _____ Date: _____

NOTE: Receipts for transportation, lodging, parking, laundry, other misc. items >$25 must be attached to the report. If NO receipts are attached provide "Exception to Policy" approval. All long distance calls must be itemized as business or personal.