

**WASHINGTON UNIVERSITY**  
**TRAVEL EXPENSE STATEMENT**  
*(Receipts required for all expenses over \$30.00)*



Date Received \_\_\_\_\_  
 Doc Type & No \_\_\_\_\_  
 Departmental No \_\_\_\_\_  
 Social Security No \_\_\_\_\_

**List All Expenses -- Including Prepayments**

Name: \_\_\_\_\_ Destination: \_\_\_\_\_ Dates: \_\_\_\_\_

Address: *Campus Box 1169* Purpose: \_\_\_\_\_

Expenses	Date	Date	Date	Date	Date	Date	Date	Date	Totals
Meals **									
Breakfast									
Lunch									
Dinner									
<b>Totals</b>									

\*\* Meal breakdown needed only when meals exceed \$50.00

Foreign Exchange Rate Used: \_\_\_\_\_

-1041-36-0 -EE

Account #

Fund #

Amount

Airfare  
 Rental Car / Gas  
 Mileage ( ) x (.485)  
 Hotel Room / Tax  
 Registration  
 Limo / Tax / Parking  
 Telephone / Fax

Supplemental Information:

Missing Receipts:  YES  NO

Shared expenses with: \_\_\_\_\_

\*Additional expenses were incurred in support of sponsoring sources.

\* Additional Expenses:

- a)
- b)
- c)
- d)

EXCEPTIONS:

**Grand Total**

*Outside Reimbursements*

**Total / Departmental Limit**

Less (CR/TA):

CR #

CR #

TA Admin #

TA Admin #

Other

**Employee's Signature:**

*I have expended the amounts listed on behalf of Washington University and which are not reimbursable by other source not listed on this form.*

I owe Washington University  
 Washington University owes me

Traveler's Signature \_\_\_\_\_ Date \_\_\_\_\_ Approval Signature \_\_\_\_\_ Exception Approval \_\_\_\_\_

Washington University Social or Entertainment Expenses  
 (NOTE: Social expenses over \$50.00 require Dean's level approval)

Date	Names and Titles of Persons Attending	Type of Function (dinner, lunch, etc.)	Purpose	Amount

Notes: