

Travel Expense Report

File Within 30 Days of Return From Trip

**Shaded areas for UW use only*

Please Print:

Name _____ Date Submitted _____

Date of Departure _____ Date of Return: _____

Department _____ Institute for Research on Poverty

Location of Travel (City, State)	Washington D.C	Funding	Dept ID	Fund	Program	Project
			484260		4	

Business Purpose _____
 Summer Dissertation Proposal Workshop, May 18-22, 2020
 Howard University

EXPENSE	DATE / AMOUNT							TOTAL
	/ /	/ /	/ /	/ /	/ /	/ /	/ /	
Lodging								
Airfare/Train								
Meal/Incidental Expense Per-Diem (place check mark in box, if meal provided)								
<i>breakfast provided/reduction</i>								
<i>lunch provided/reduction</i>								
<i>dinner provided/ reduction</i>								
Taxi/Subway/City Bus (provide trip from/to information, ie. Hotel to airport)								
TRIP #1	To							
	From							
TRIP #2	To							
	From							
Parking								
Car Rental								
Car Rental Fuel								
Personal Auto - Mileage								
Misc. Travel (tolls, baggage fees, car rental fuel, internet fees)								

*Other Expenses (ground trans., etc)	
Description	Amount

Total Expense

Documentation/ Receipt Requirements:

Receipt only when expense is over \$25: baggage or seat fee, taxis, tolls, parking

Receipts required for all other expenses regardless of amount, **except meals**

Maps required for personal mileage

 Traveler Signature

 Date

I have submitted a Non-Employee Profile Set Up Form