

CIVIL, ENVIRONMENTAL, AND ARCHITECTURAL ENGINEERING DEPARTMENT
Student Travel /Miscellaneous Expense Report

This report and all original receipts (registration, hotel, airline tickets, car rental, meals, etc.) must be submitted to the Budget Office, Room #2150, Learned Hall. All expenses claimed MUST BE supported by original receipts and brochure of the event and/or activity.

(You may tab from one form field to the next.)

NAME: _____ DATE (mm/dd/yyyy): _____

SOCIAL SECURITY NUMBER: _____ EMPLOYEE ID: _____

MAILING ADDRESS

(to send reimbursement check to): _____

CITY: _____ STATE: _____ ZIP: _____

Business Purpose of the Expense

(how it benefits KU / the Department): _____

Are you a member of a student organization? No Yes

If yes, which one? _____

Destination: _____

Date of Departure (mm/dd/yyyy): _____ Date of Return (mm/dd/yyyy): _____

Time of Departure (e.g. 7:00 AM): _____ Time of Return: _____

Were meals included in the registration fee? No Yes

If yes, please explain which meals: _____

EXPENSES	AMOUNT
Airfare	
Car Rental	
Mileage: _____ miles STATE funds @ \$.50/mile KUEA funds @ \$.50/mile	
Tolls	
Parking	
Bus/Limo/Taxi	
Lodging	
Meals	
Registration Fee	
Other item, please list:	
Other item, please list:	
Other item, please list:	
Total Expenses:	
Less Cash Advance:	
BALANCE DUE TRAVELER:	

Traveler's Signature: _____

CHAIR/ASSOC DEAN'S SIGNATURE: _____ DATE: _____