

SUBMISSION INSTRUCTIONS_AFTER TRAVEL OCCURS

The *Travel Expense Report* is to be completed after travel has occurred. Deliver the TER, ALL ORIGINAL receipts, and the conference itinerary to the Office of Graduate Studies in Centennial 212.

TRAVEL EXPENSE REPORT

Please complete the following:

- Traveler's Name
- Date Submitted for Approval
- Department Name
- Actual Departure Date/Time (m/d/yyyy h:mm am format)
- Actual Return Date/Time (same format)
- Actual Departure Location
- Destination
- Passengers
 - If there will be any other person traveling with you.
- Conference Fee "Paid to" & "Amount"
- Departure Date
- Return Date
- Destination (City & State)
- Personal Car Mileage
 - Actual mileage (only if your car was driven).
- Airline Expense
 - Itemized itinerary, ticket, and paid receipt required (all receipts must be original, copies are not acceptable).
- Lodging Expense
 - Itemized original hotel receipts are required
- Subsistence Expense
 - Itemized original receipts required. Alcohol will not be reimbursed.
- Conference Fees
 - All registration documentation including conference itinerary and a paid receipt required.
- Miscellaneous Expense Explanation (if applicable)
- Misc. Expenses Amount (\$\$ if applicable)

Review the Travel Expense Report and make sure ALL of the items above are complete and the costs are calculating correctly. Please print, sign and date the form under "Traveler's Signature" and have the Department Chairperson sign and date. Deliver the TER and ALL ORIGINAL receipts and conference itinerary to the Office of Graduate Studies in Centennial 212.