

# UNIVERSITY EMPLOYEE EXPENSE WORKSHEET

<b>Route this form to:</b> Disbursement Services 645 WBOB 1300 South Second St. <b>or:</b> Duluth Business Office 209 DAdB	<b>U Wide Form:</b> UM 1612  <b>Rev:</b> 06/08/04
---	--

Complete the form and attach to an FFN EP (options A3, B1, C2 & C3) or an Employee Travel Reimbursement (ETR) Form (BA 1303) with required support documentation. Submit centrally after all approvals have been applied.

<b>Attach to EP Doc #:</b>
Pre-Trip Encumbrance TA#:

<b>Employee ID #</b>
<b>Name</b>
<b>Address</b>
<b>City/State/Zip</b>

<b>Travel Destination(s)/Purchase Location(s):</b>
<b>Travel/Purchase Date(s):</b> From: _____ To: _____
<b>Travel Times (AM/PM):</b> Depart: _____ Return: _____

**Detailed Expense Justification:**

Date	Detailed Description Use as many lines as necessary. <small>Required for Hospitality, Miscellaneous &amp; Other expenses.</small>	Transportation				Lodging	Travel Meals			Hospitality/ Group Meals	Misc.	Totals
		Miles	\$ Amount	Airfare	Other Expense	Lodging	Breakfast	Lunch	Dinner	Amount	Amount	Daily Totals
												0.00
												0.00
												0.00
												0.00
												0.00
												0.00
<b>Column Totals:</b>		0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

<b>Additional Page(s) Total:</b>	0.00
<b>Total Reimbursement:</b>	0.00

**My Signature Certifies:**

- The listed expenses are legitimate and I have paid the total shown.
- I have not been nor will I be reimbursed for these expenses by any other source(s).
- I have not earned frequent flyer points for personal use.
- Required receipts/documentation are attached.
- I have complied with University Policy.

<input type="checkbox"/> <b>Please check this box if:</b> The Traveler is claiming the maximum allowable meal rate on any day because actual meal expenses met or exceeded the maximum allowable rate.
---

Prepaid Expenses	Document #	(Amount)
Airfare:		
Conf. Registration:		
Other:		
<b>Total:</b>		0.00

\_\_\_\_\_  
Signature of Payee and Date

	Frequent Flyer Miles Earned
	Frequent Flyer Miles Used