

## University of Denver Travel Expense Report

Traveler's Name: \_\_\_\_\_ Department: \_\_\_\_\_  
 Travel Dates: From: \_\_\_\_\_ To: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_  
 Destination: \_\_\_\_\_  
 Purpose of Trip: \_\_\_\_\_

<b>TRANSPORTATION</b>		DU Purchasing Card	Paid directly by DU	Reimbursement to Traveler
Air Fare	Airline: _____			
Car Rental	Agency: _____			
Personal Auto	Miles: _____ X _____ per mile			\$ -
Taxi				
Shuttle				
Airport Parking				
Other				
<b>TOTAL</b>		\$ -	\$ -	\$ -

<b>LODGING</b>	Location	Arrival Date	Departure Date	DU Purchasing Card	Paid directly by DU	Reimbursement to Traveler
<b>TOTAL</b>				\$ -	\$ -	\$ -

<b>MEALS (Do not exceed per diem rate on charges to Grant funds - 3XXX)</b>								
Dates	Location	Per diem rate	Breakfast	Lunch	Dinner	DU Purchasing Card	Paid directly by DU	Reimbursement to Traveler
<b>TOTAL</b>						\$ -	\$ -	\$ -

<b>OTHER EXPENSES</b>	Description	DU Purchasing Card	Paid directly by DU	Reimbursement to Traveler
Registration Fee	_____			
Phone calls	_____			
<b>TOTAL</b>		\$ -	\$ -	\$ -

<b>TRAVEL ADVANCE</b>				
Fund	Org	CS Actv Cd	Account	Amount
				\$ -
				\$ -
<b>TOTAL ADVANCE</b>				\$ -

<b>TOTAL EXPENSES / REIMBURSEMENT</b>		
Mode of Transportation		\$ -
Lodging		\$ -
Meals		\$ -
Other Expense		\$ -
<b>TOTAL ALL EXPENSES</b>		\$ -
Less	Travel Advance	\$ -
	Charges to DU Purchasing Card	\$ -
	Charges Paid Directly by DU	\$ -
<b>TOTAL REIMBURSEMENT TO TRAVELER</b>		\$ -

<b>DISTRIBUTION OF REIMBURSEMENT:</b>				
Fund	Org	CS Actv Cd	Account	Amount
<b>TOTAL REIMBURSEMENT</b>				\$ -

<b>Certification</b>	<b>Approval</b>
<p>I hereby certify that the above expenses stated are correct, and that I have paid out the amounts shown above.</p>	<p>I certify that I have examined the above claim; that travel was authorized to and from points claimed; and that all expenses pertain to University business.</p>
Signature of Traveller _____	Budgetary head _____
Date _____	Date _____
ORSP Approval: _____	Date: _____