

LA SIERRA UNIVERSITY

EXPENSE REPORT

NAME: _____ DEPT: _____ MONTH/YEAR: _____

MAILING ADDRESS: _____ MAIL HOLD
 _____ ID # _____ EXT. # _____

ORIGINAL RECEIPTS MUST BE ATTACHED

| NON-TRAVEL EXPENSES | TOTALS | OVERNIGHT TRAVEL EXPENSES (74515) <small>Requires Travel Application</small> | TOTALS |
|--|--------|--|-----------|
| MISCELLANEOUS SUPPLIES (71515) | | TRAVEL FARE Date Destination | |
| | | | |
| | | | |
| | | HOTEL Date # of Nights | |
| | | | |
| | | | |
| | | TRANSPORTATION (Taxi, Shuttle, etc.) | |
| | | RENTAL CAR _____ days | |
| | | | |
| STAFF MEALS (78010) | | Per-diem Date | |
| | | ____ day @ \$38 = | |
| | | ____ day @ \$19 (one meal) = | |
| | | ____ day @ \$14 (fully entertained) = | |
| | | Mileage~ _____ mi. @ \$0.38 | |
| | | All other Business Expenses Related to Travel | |
| | | | |
| OTHER EXPENSES | | | |
| | | Less: Cash Advanced | |
| | | Less: Plane Tickets (advanced or ordered through Purchasing) | |
| | | ** SUB-TOTAL OVERNIGHT TRAVEL EXPENSES | |
| | | REGULAR TRAVEL EXPENSES-NO overnight stay | |
| | | Date Destination | |
| | | | |
| | | | |
| | | Per-diem Date | |
| | | ____ day @ \$38 = | |
| | | ____ day @ \$19 (one meal) = | |
| | | ____ day @ \$14 (fully entertained) = | |
| | | Mileage~ _____ mi. @ \$0.38 | |
| | | *** SUB-TOTAL REGULAR TRAVEL EXPENSES | |
| | | * TOTAL NON-TRAVEL EXPENSES | |
| | | ** TOTAL OVERNIGHT TRAVEL EXPENSES | |
| | | *** TOTAL REGULAR TRAVEL EXPENSES | |
| * SUB-TOTAL NON-TRAVEL EXPENSES | | TOTAL EXPENSE REPORT | \$ |

I certify with my signature that all expenses listed on this Expense Report are true, accurate, and related to LSU business.

SIGNATURE: _____
Employee

APPROVED: _____
Supervisor or Department Head

APPROVED: _____
Vice President

~ Please attach vehicle mileage log.

(For Accounting Use Only)

| FUND | ORG | ACCOUNT | AMOUNT | Encumbrance # | Balance |
|------|-----|---------|--------|---------------|---------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

(Please send to Accounting)