

Instructions for Preparing a Travel Expense Report

Before travel takes place, an approved Travel Authorization Request (TAR) form must be on file in Accounting (A/P).

Purpose of this Report: The purpose of this form is to document travel expenses for which you are requesting reimbursement.

Frequency of Submission: Expense reports should be submitted within 60 days of the last travel day for each travel event or at least once a month for frequent travelers.

1. **Name:** Name of person being reimbursed
2. **Address:** Only if different from the address associated with the ID#; ALWAYS REQUIRED for non-PUC employees
3. **ID#:** ID# of person being reimbursed (leave blank if non-PUC employee)
4. **Date:** Date you are submitting Travel Expense Report
5. **Status:** Check appropriate one
6. **Travel To/From:** Departure and destination locations
7. **Travel Dates:** Date or date range of travel
8. **Purpose/Nature of Trip:** A brief description such as the name of the convention/meeting or type of business being conducted
9. **Date and Reporting of Expenses:** For ease of auditing, expenses should be recorded daily
10. **Misc. Expenses:** List items such as bridge tolls, parking, taxi or local bus fares, tips, authorized supplies or any other items not reported elsewhere *Receipts required
11. **Conf. Fee:** Conference or convention fee, if applicable
12. **Fare:** Cost of air, rail, bus . . . tickets. Employees are encouraged to thoroughly research potential savings to get the most economical fare possible through ticketing agents such as Travelocity.com, EconomyTravel.com, etc. Attach a copy of ticket showing 1) name of passenger, b) itinerary and c) method (last 4 digits of credit card) and amount of payment
13. **Lodging:** Actual hotel/motel charges (excluding room service). Receipt required showing method of payment
14. **Per Diem:** See Note
15. **Auto Expense:** Mileage incurred between departure and destination locations - may also include daily mileage required at destination
 - a. **# of miles:** Total # of miles for the day
 - b. **Rate:** Mileage is reimbursed at the rate established by the General Conference - see Faculty Handbook
 - c. **Amount:** Multiply the number of miles by the approved rate
16. **Sub-Totals:** Calculate the Sub-total of each column
17. **Grand Total:** Add up the row of sub-totals to calculate the Grand Total
18. **Account #(s) to be Charged:** It is the Department Head's responsibility to ensure that the appropriate GL#(s), account name(s) and amount for each are listed
19. **Approvals:** Department Heads must approve expenses in their department and then forward the expense report to the Academic Dean, VP Student Services or A/P for Financial Administration authorization, auditing and reimbursement

ATTACH RECEIPTS: Original receipts showing method of payment are required for obtaining reimbursement. NOTE: For meals/entertaining outside of per diem claims, both the credit card receipt and the detailed receipt of items ordered are required including the names of attendees and purpose of meal. Tape receipts neatly onto 8 ½ x 11 blank paper and staple to expense report (receipts are not required to verify per diem reimbursement).