


**Travel Expense Report**  
**January 1, 2008**

*This report, with the proper documentation, should be returned to the KU Center for Research, Inc. (KUCR) Business Office, Youngberg Hall OR to your departmental travel coordinator. Submit within 30 days of travel.*


Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ KU Employee: Yes\_\_\_ No\_\_\_ US Citizen Yes\_\_\_ No\_\_\_  
 Destination: \_\_\_\_\_ Origin: \_\_\_\_\_  
 Purpose: \_\_\_\_\_ 

TRAVEL DATES & TIMES	
DEPARTURE:	
Date: _____	Time: _____
RETURN:	
Date: _____	Time: _____

PROJECTS / ACCOUNTS:	AMOUNT:

EXPENSES	AMOUNT:
Transportation	
Hotel / Lodging	
Meals (per diem only)	
Car Rental	
Taxi, Fares, Tolls, Parking	
Mileage <b>X .505</b>	
Registration	
Telephone	
<b>TOTAL EXPENSES</b>	

ADVANCES / PREPAYMENTS	AMOUNT:
Cash Advanced	
Prepaid Transportation	
Prepaid Registration	
Other Support	
<b>Total Advances / Prepayments</b>	
<b>Less Total Expenses</b>	
<b>Balance Due Payable to KUCR</b>	
<b>Balance Due Payable to Traveler</b>	



Traveler Signature \_\_\_\_\_

Approval Authority Signature \_\_\_\_\_

Notes: \_\_\_\_\_ 

\_\_\_\_\_

P/S Voucher#: \_\_\_\_\_