


Travel Expense Report
July 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 X .585	
Registration	
Telephone	
TOTAL EXPENSES	

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



Traveler Signature _____

Approval Authority Signature _____

Notes: _____ 

P/S Voucher#: _____