



Travel Expenses

To: Business Office

From: _____ Department to be charged: _____

I incurred the following expenses on the following date(s): _____

While attending _____, which was approved in advance by:

_____ ,

Please find attached receipts for the following items:

MEALS: Breakfast _____ Tip(s) _____ \$ _____

Lunch _____ Tip(s) _____ \$ _____

Dinner _____ Tip(s) _____ \$ _____

****TWU does not pay a "flat per diem" – Must have all receipt(s) to be reimbursed****

AUTO: Miles driven _____ \$ 0.545 per eff. 1/1/18-12/31/18 \$ _____

mile **TRAVEL:** Airfare \$ _____

Taxi \$ _____

Other (specify: _____) \$ _____

LODGING: \$ _____

MISCELLANEOUS (telephone, baggage, etc.) \$ _____

Total Expenses \$ _____

Less Advance(s) Received \$ _____

BALANCE REQUESTED \$ _____

Signature: _____

Date: _____

Do not write below this line – Business Office use only

Approved by: _____

Date: _____

Account Number: _____