MARYWOOD UNIVERSITY TRAVEL EXPENSE REPORT (Please do not complete or sign in pencil)

This report must be submitted to the Cashier's Office with vendor receipts for all expenses listed (except for mileage allowance) no later than one week after attendance at event. (See travel policy on reverse side.)

PERSON ATTENDING _____ DEPARTMENT _____ DEPT # _____

EVENT _____ DATE(S) _____ PLACE _____

PLEASE CHOOSE ONE OF THE FOLLOWING:
MAIL CHECK ☐ PICK UP AT CASHIER'S OFFICE (***CHECKS WILL NOT BE SENT THROUGH CAMPUS MAIL***) ☐
PICK UP PETTY CASH (IF $100 OR LESS) AT CASHIER'S OFFICE ☐

	TRANSPORTATION				**LODGING**		**MEALS**				**MISCELLANEOUS**		
DATE	MILES	PARKING TOLLS	BUS/ TAXI	AIR-FARE	HOTEL	OTHER	BREAK-FAST	LUNCH	DINNER	REGIS FEE	DESCRIPTION	AMOUNT	TOTAL
XXXXX	XXXX	XXXXXX	XXX	XXX	XXXX	XXXX	XXXXX	XXXX	XXXXX	XXXX	XXXXXXXXX	XXXXXX	XXXX
TOTALS													

TYPE/PRINT THE NAME AND ADDRESS THAT THE CHECK WILL BE MADE PAYABLE TO: _____

_____

_____

TOTAL MILES @ CURRENT RATE _____
TOTAL REIMBURSABLE EXPENSES _____
**PLEASE CIRCLE CASH, CHECK OR IF LESS THAN $100 PETTY CASH _____
LESS CASH/CHECKS ADVANCED _____
BALANCE DUE THE UNIVERSITY _____
BALANCE DUE YOU _____

SIGNATURE _____ _____ _____ _____
PERSON ATTENDING DATE AUTHORIZED SIGNATURE FOR BUDGET DATE

TRAVEL POLICY

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THE UNIVERSITY RESERVES THE RIGHT NOT TO REIMBURSE AN INDIVIDUAL FOR ANY EXPENSE FOR WHICH A RECEIPT IS NOT SUBMITTED TO THE CASHIER'S OFFICE. Attendance at meetings must be approved by the proper officer as mentioned in the appropriate faculty or staff manual. Allowable expenses are described below in the description of line item <u>.520 Travel/Professional Meetings</u>. Travel Funds are limited and for this reason the most economical mode of travel is to be used. The University's Travel Policy also applies to all travel covered by Grants and/or other sponsored programs.

TRAVEL ADVANCES

A Travel Expense Report with receipts for all travel expenses must be submitted to Accounts Payable within one week after receiving a travel advance. If an extension of time is needed to file a Travel Expense Report, a one-week extension may be requested by calling the Accounts Payable Office (extension 2610).

If an expense report is not filed on time, the advance will be charged to the personal account of the individual who received it. Expenses not supported by vendor receipts will not be reimbursed. If expenses are claimed against a travel advance without receipts, the expenses will be charged to the personal account of the individual who received the advance.

TRAVEL REIMBURSEMENT

The University will reimburse all allowable expenses when this form is submitted to Accounts Payable. Expenses not supported by vendor receipts will not be reimbursed. Amounts under $100 may be reimbursed by presenting a properly authorized blue "Petty Cash Requisition" and this completed travel form at the Accounts Payable Office. Petty Cash requisitions must also be approved by the Purchasing Department before presentation at Accounts Payable.

TRAVEL/PROFESSIONAL MEETINGS (.520) – Covers all costs including hotel, transportation, meals, parking, tolls, and registration fees. ***Alcoholic beverages are not reimbursable***. The most economic mode of travel should be used and hotel accommodations should be adequate but not luxurious. <u>Receipts are required within one week of the event</u> for hotel, air, rail, bus, restaurant bills, parking, tolls, registration fees, etc. Visa, MasterCard, and other personal charge statements of accounts will not be honored. <u>Expenses will not be reimbursed without vendor receipts</u>. Travel advances are available by check or in cash (if $100 or less.) Requests for travel advance by check should be made at least one week before needed. Requests for cash advances of $100 or less can be available on one day's notice. Car mileage allowance is current rate per mile for individuals who use their own car for travel to/from professional meetings.

REMEMBER: Vendor Receipts are required to substantiate all expenses except mileage.