

MARYWOOD UNIVERSITY EXPENSE REIMBURSEMENT REPORT *(Please use the fillable PDF, print and sign. Do not handwrite.)*

This report must be submitted to the Fiscal Services Office with vendor receipts for all expenses listed (except for mileage allowance) **no later than two weeks** after attendance at an event or expenses were incurred. (See travel policy on reverse side.) If you have obtained Petty Cash, please submit this report to the Cashier's Office.

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 _____

T R A N S P O R T A T I O N

L O D G I N G

M E A L S

M I S C E L L A N E O U S

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	XXXXXXXXXX	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 _____

