TRAVEL & EXPENSE INVOICE

MONTCLAIR STATE UNIVERSITY

LAST NAME	FIRST NAME	M. I.	CWID	CHECK IF APPLIES: STUDENT	TR NUMBER
HOME ADDRESS	NUMBER	STREET	APT.	DEPARTMENT	BLDG/ROOM	TEL. EXT.
CITY	STATE	ZIP CODE		REPORT PERIOD BEGINNING	ENDING

EXPLANATION OF ITEMS	DAY AND TYPE OF EXPENSE	SUN	DATE	MON	DATE	TUES	DATE	WED	DATE	THURS	DATE	FRI	DATE	SAT	DATE	TOTALS
*Explain meetings and related and miscellaneous below. Indicate day incurred, persons involved and business purpose.	Town or City To: From: Daily Mileage (PERSONAL CAR)															
	1 Mileage Allowance															
	2 Tolls and Parking															
	3 Trans. (Air)															
	4 Trans. (Rail, Taxi, Etc.)															
	5 Auto Rental															
	6 Hotel/Motel (Room Only)															
	7 Breakfast (Incl. Tips)															
	8 Lunch (Incl. Tips)															
	9 Dinner (Incl. Tips)															
	10 Registration Fee															
	11 Meetings + Related *															
	12 Miscellaneous *															
	DAILY TOTALS															

RECONCILIATION OF CASH	Account No. (10 digit)	Amount	Voucher No.		
Grand Total of Expenses				**Employee** Print:	Date:
				Signature:	
Deduct-Pre Paid Items (enter negative number)				**Supervisor** Print:	Date:
				Signature:	
Balance Due Employee				**Fiscal Agent** Print:	Date:
				Signature:	

EMPLOYEE CERTIFICATION

I certify that the above expenses are correct in all respects; that the distances as charged have been actually and necessarily traveled by me on the dates therein specified that the amount as charged has been actually paid by me for traveling expenses; that no part of the account has been paid M.S.U. but the full amount id due. I also CERTIFY that on the date(s) when the above items of expense were incurred the vehicle I was using on M.S.U. business was covered by liability insurance as follows:

Insurance Co.: _____ Coverage: _____

The following must be attached:

1. Original Receipts
2. Request for Approval form If travel is of non-scholarly capacity, and TR-1 not previously submitted.(unless traveling to state agency).
4. Mapquest printout to verify mileage
5. US General Svcs Admin (GSA) printout to verify per diem.
6. US General Svcs Admin (GSA) printout to verify lodging if non conference travel.