

Traveler's Name		Destination(s)	
Employee ID (M Number)		Exchange Rate Used	
Calendar Year*	Departure Date	Time of Departure	
*determines mileage rate	Return Date	Time of Return	
Dept.	Name(s) of others on trip		
Index			
Address to which check is to be sent		Purpose of trip & benefits derived to the University	List Procurement Card charges and Amounts

	SUN	MON	TUES	WEDS	THURS	FRI	SAT	TOTAL
Date >>								
City for lodging >>								
Daily meal per diem for city >>								
Breakfast								
Lunch								
Dinner								
Lodging								
Trans. Common Carrier								
Taxis and Limousines								
Banq/Meals - Attachment								
Registration Fees								
Tolls/Parking								
Telephone								
Car Rental/Gas								
Tips								
Other								
(Explain on receipt or memo)								
EXPENSES >>								

PERSONAL CAR EXPENSES					CASH	
Click here for distances from Houghton					Subtotal Expenses	
From	To	Miles	Rate	Subtotal	Personal Car Expenses	
					Total expenses this trip	
					Cash advances received	
					Due traveler	
					Due MTU (attach cash receipt)	
Vicinity Mileage Miles Rate Subtotal						
If greater than 100 miles, attach log					Total	

CERTIFICATION AND APPROVAL	
I, the undersigned, hereby certify that the above listed expenses were actually incurred by me for University purposes as allowed by University policies and procedures. No reimbursement has been received or is anticipated from any third party and if received, will be immediately forwarded to the University. I UNDERSTAND THAT CERTAIN EXPENSES MAY BE TAXABLE AND THAT THE APPLICABLE FICA, FEDERAL, AND STATE TAXES WILL BE WITHHELD FROM A FUTURE PAYCHECK.	
Signature of traveler	Date
Signature of Department Chair or higher	Date
Prepared by	