

FOR BUSINESS OFFICE USE ONLY

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Batch Number:

Voucher Number:

Vendor Name:

Due Date:

Invoice Number:

Description:

Invoice Date:

Reference:

AMERICAN COUNCIL ON EDUCATION

One Dupont Circle, NW, Washington, DC 20036-1193

Domestic Travel Expense Report

Please complete page 2 of the report. This report must be completed 10 days from the return of authorized travel. Page 2 of this form must be completed showing a daily report (a requirement of the Internal Revenue Service) of all travel expenses, which are summarized below. ACE encourages the attachment of all receipts to this report in accordance with its policies. Receipts are not necessary for Meals and Incidental Expenses (M&IE) incurred for Domestic Travel of more than 12 hours, which are reimbursable as a flat per diem rate according to ACE's Domestic Travel Policy. Any personal charges should be deducted. At a minimum, receipts must be attached for all expenses in excess of \$15.00. If receipts are not available, an explanation should be attached.

Vendor Number:

To be completed by ACE staff

Project or Commission to be charged:

To be completed by ACE staff

Trip Itinerary (include location & date)

Purpose:

Name the purpose of the review

Location:

Your travel from location

Your travel to (review) location

From Date:

Date travel from

To Date:

Date travel to

ACCOUNT/PROJECT NUMBERS

Account Number	Account Description	Department	Project
To be completed by ACE staff			

AMOUNT (from daily summary)

Transportation	223.69
Lodging	297.00
Meals & Incidentals:	248.50
Miscellaneous	102.84
Subtotal	872.03
Total Due	872.03

Due to Traveler:

ACE staff

Due to ACE:

ACE staff

Date:

ACE staff

Approved by:

ACE staff

CERTIFICATION

I certify that the above expenses were incurred by me on behalf of the American Council on Education and are in accordance with ACE's travel policies.

Your signature

Signature of Traveler

Date

Please make check payable to:

Name:

Jane Doe

Institution:

State University

Address:

123 Main Street

Any Town, CT 09876

Total Dates Away:	4
Number of Days on Business:	2

[illegible]

List those items paid directly by ACE
(i.e., *airline tickets, registration fees, hotel charges, etc.*)

Date	Amount	Billed by	Project
04/03/15	\$ 470.00	AMEX Flight	