TEMPLE UNIVERSITY TRAVEL AND EXPENSE REPORT FOR NON TEMPLE EMPLOYEES

NAME	TUid	PHONE #	DEPARTMENT	DEPT. PHONE

STREET ADDRESS	CITY	STATE	ZIP	☐ INDICATE CHANGE OF ADDRESS

PURPOSE OF TRAVEL OR ENTERTAINMENT	CONTACT PERSON	PHONE

☐ EMPLOYEE	☐ NON-EMPLOYEE	DESTINATION	TRAVEL MODE	DEPART DATE	RET. DATE
☐ U.S. CITIZEN OR PERMANENT RESIDENT ☐ OTHER VISA TYPE ☐ ALIEN	☐ U.S. CITIZEN PERMANENT RESIDENT ☐ OTHER VISA TYPE ☐ ALIEN				

DATE	DAY	AUTOMOBILE BUSINESS MILEAGE	AUTOMOBILE MILEAGE EXPENSE	AIR OR RAIL FARE	TAXI LIMOUSINE OR PUBLIC TRANSIT	PARKING, TOLLS CAR RENTAL	LODGING (ROOM + TAX)	MISCELLANEOUS (EXPLAIN BELOW)	MEALS B	L	D	I	TOTAL
													0.00
													0.00
													0.00
													0.00
													0.00
													0.00
													0.00
													0.00
													0.00
													0.00
TOTALS			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

BRIEF EXPLANATION OF MISCELLANOUS EXPENSES	AMOUNT	FUND	ORG	ACCOUNT	PROGRAM	AMOUNT	
						$	TOTAL REIM-BURSED AMOUNT 0.00
						$	LIMIT ON EXPENSES $ 0.00
						$	LESS ADVANCE $
						$	AMOUNT DUE $ 0.00

		APPROVAL (BUDGET UNIT HEAD) DATE	APPROVAL (DEPARTMENT HEAD) DATE
SIGNATURE OF PAYEE X	DATE	X PRINT NAME	X PRINT NAME

I HEREBY CERTIFY THAT THE ABOVE STATEMENT OF EXPENSES WERE INCURRED BY ME WHILE ON DUTY FOR TEMPLE UNIVERSITY AND I HAVE NOT RECEIVED ANY COMPENSATION FOR THESE EXPENSES.

SEND APPROVED REPORT TO: TRAVEL REIMBURSEMENT CENTER 1852 N. 10th Street, 083-11