



HOBART AND WILLIAM SMITH
COLLEGES

Domestic Travel Expense Report

Travel Expense Report of _____ Date _____

Purpose of Travel _____

Date:								Totals	
City									
Airfare									53811
Train/Bus Fare									53816
Auto Rental									53812
Auto Mileage @ \$0.58									53813
Local Transportation (Taxi, Bus, Subway)									53814
Tolls and Parking									53815
Hotel Lodging									53817
Meals: Breakfast									53818
Lunch									53818
Dinner									53818
Entertainment (Name and Affiliation see page 2)									53818
Meeting Registration Fees									53819
Tips not included above									53820
Telephone, Fax or Internet									53820
Other (explain see page 2)									53820
PSC - Domestic Travel									54402
PSC - Meeting Reg Fees									54408
Totals									

Total Trip Expenses _____

Travel Advance Received from the Business Office _____

Balance Due Colleges (Advance in Excess of Expenses) _____

Balance Due Employee (Expenses in Excess of Advance) _____

Accounting Information: Fund-Department-Program-MyReference

- (1) _____
- (2) _____
- (3) _____
- (4) _____

Signed _____ Approved _____
(Employee) (Date) (Department Head) (Date)

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TRAVEL EXPENSE REPORT CHECKLIST

When submitting travel expense report, please ensure the following are met:

<input type="checkbox"/> Provide your name and date of the report
<input type="checkbox"/> Describe the purpose of travel
<input type="checkbox"/> Submit reimbursement requests within 14 days of your return
<input type="checkbox"/> If requesting a reimbursement for mileage charges, check with the Business Office for the current mileage reimbursement rate.
<input type="checkbox"/> Attach original receipts to support expenses.
<input type="checkbox"/> Complete the accounting information in its entirety.
<input type="checkbox"/> If you incurred expenses in a foreign currency, convert to US dollars.
<input type="checkbox"/> Use Page 2 of this form to provide additional detail on any expenses and to document attendees for meals and entertainment charges.
<input type="checkbox"/> Refer to the HWS Travel Expense Reimbursement Guidelines for specific guidance on reimbursement of various expenses.
<input type="checkbox"/> Contact the Business Office with any questions you may have