

TRAVEL & EXPENSE INVOICE



LAST NAME	FIRST NAME	M. I.	SOCIAL SECURITY NUMBER	TR NUMBER
HOME ADDRESS	NUMBER	STREET	APT.	DEPARTMENT
CITY	STATE	ZIP CODE	REPORT PERIOD BEGINNING	ENDING
BLDG/ROOM				
TEL. EXT.				

*Explain meetings and related and miscellaneous below. Indicate day incurred, persons involved and business purpose.

EXPLANATION OF ITEMS	DAY AND TYPE OF EXPENSE	SUN	DATE	MON	DATE	TUES	DATE	WED	DATE	THURS	DATE	FRI	DATE	SAT	DATE	TOTALS
		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.	Employee	Print:	Date:
Grand Total of Expenses						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 is 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.
 3. Mapquest printout to verify mileage
 4. US General Svcs Admin (GSA) printout to verify per diem.
 5. US General Svcs Admin (GSA) printout to verify lodging if non conference travel.