

Business Unit:

UWPKS

# TRAVEL EXPENSE REPORT

POLICY PRINT1 PRINT4

Form UW/SA UNIVERSITY OF WISCONSIN

Travel Expense Amount(s)	Account	Fund	Organization	Prog.	Sub-class	Budget Year	Project	Name (Last)	(First)	(Initial)	Explanations/Justifications/Cost Comparisons
\$170.94	2120	102	099000	1		2006		Smith	John	Q	
								Send Check to: (when possible please use campus mail)			
								CART D1234			
(-) Travel Advance Amount	Account	Fund	Organization	Prog.	Sub-class	Budget Year	Project	Type of Employment (Please Check)			
								<input checked="" type="checkbox"/> UW employ <input type="checkbox"/> Non-State Emp <input type="checkbox"/> State Emp (indicate agency) <input type="checkbox"/> Student			
Net Amount	Soc Sec #		Headquarters City				Contact Person: Jane Doe Telephone Number: 262/595-0000				
\$170.94	999-99-9999		Kenosha								

List all Procurement Card charges in this column.

Month and Day of Travel	Depart Time	Return Time	Official Business Purpose of Trip; Itinerary: From - To Misc. Expenses, etc.	Nature of	<input checked="" type="checkbox"/> Fleet Car	Direct Billed Expenses (Omit from Total)	Personal Vehicle Miles	Fares (air, train, auto, taxi)	Misc. Exp. Reg. Fee, phone...	Lodging <input type="checkbox"/> at conf. site	Breakfast	Lunch	Dinner	Total Expenses
8/15/2005	7:45AM		Procurement Card User's Training; Honolulu, HI-Adelman Airfare			\$949.00	22					\$9.00	\$25.00	34.00
8/16/2005			Lodging 8/16-17/05			\$179.00					\$7.00	\$16.00	\$17.00	40.00
8/16/2005			Registration			\$75.00								
8/16/2005			National Car Rental 8/16-17/05			\$65.00								
8/17/2005											\$7.00	\$16.00	\$17.00	40.00
8/18/2005		7:00PM					22				\$8.00	\$12.00	\$20.00	40.00

Attach completed TRAVEL LOG for Procurement Card charges and all Original Receipts.

CLAIMANT'S STATEMENT. 16.53 Wisconsin Statutes. I declare (under penalties of perjury) this account of travel expenses is accurate and conforms with all applicable University and State regulations. The expenses are actual, reasonable, and were personally incurred in performance of my official duties. No portion of this claim was provided free of charge, covered by a registration fee, previously reimbursed from any other source, or will be paid from any other source in the future.	Sub Total:	44									22.00	53.00	79.00	154.00
			Miles at \$0.325	Per Mile =										Mileage Cost: \$16.94
			Miles at \$.28	Per Mile =										Grand Total: 170.94
			44 Miles at \$0.385	Per Mile = \$16.940										

Claimant's Signature	Date: 8/20/2005	Office Phone No.	Limited to:
I certify that I have reviewed this travel claim and find it to be reasonable and in compliance with established travel policy and the mission of the department. (Required)		I certify that I have reviewed this travel claim and find it to be reasonable and in compliance with established travel policy and the mission of the department.	
Supervisor Approval	Date	Dean, Director, or Other Approvals	Date
			Inst. Pre-Audit Approval
			Date

Last Updated: 05/06/2005

### Sample TER

Note: All charges, including those paid for with a Procurement card, must be itemized on a TRAVEL EXPENSE REPORT. Procurement Card charges must also be itemized on a TRAVEL LOG and attached to the TER. Original Receipts are required for all transactions. A copy of the TRAVEL LOG must also be filed with your PRO CARD LOG. RGF 9/23/05